

## Administrative personnel management



PL-26 3 Days (21 Hours)

### Description

The HR manager must be able to rely on pragmatic and rigorous human resources administration professionals who have mastered practical and legal know-how in order to provide an efficient and reliable service from welcoming the employee until their departure, including by managing their absences (for paid leave, illness, etc.). Assistants and managers who want to fulfill their missions well acquire, thanks to this training, the technical skills essential for quality administrative management of personnel.

### Who is this training for ?

#### For whom

Personnel manager. HR Assistant. SME assistant in charge of administrative personnel management.

#### Prerequisites

- None.
- In order to make the training more operational, participants are invited to bring their collective agreement.

### Training objectives

- Master the stages of personnel management, from hiring to employee departure, while respecting the law.
- Answer employees' common questions
- Organize effectively.

### Training program

Avant le présentiel

- A self-diagnosis.

### Situer le contexte juridique de la fonction

- Identify the applicable legal texts and give reliable answers.
- Know the role of the different HR contacts.
- Apply the rules related to registers, displays, GDPR.

### Sécuriser l'embauche des salariés

- Hiring formalities.
- Organize medical examinations.
- Draft the employment contract.
- Welcome the employee.
- Track trial periods.

### Maîtriser la gestion des CDD et des intérimis

- Durations and reasons.
- Renewal and succession.
- What salary? What bonuses?

### Gérer le temps de travail et les absences

- Limits on working hours, part-time work.
- Paid leave, parental leave.
- Medical absences and DSN.

### Accompagner la fin de contrat de travail

- Procedures and consequences of terminations.
- Organize the employee's departure and inform them of their rights (unemployment, welfare).

### Après le présentiel - Mise en œuvre en situation de travail

- A strengthening program: "One challenge per week for 7 weeks".