



HR DIGITALIZATION (ADVANCED)

3 DAYS

Frederik Haentjens

Boxolog.com



1. Overview

This comprehensive 3-day course focuses on the various elements of HR digitalization. Day 1 covers the assessment of HR processes for digitalization, including conducting audits, identifying pain points, prioritizing areas, and creating a roadmap. The second day explores the selection of digitalization tools and technologies, such as evaluating solutions, scalability considerations, and building a business case.

Additionally, it delves into data management and analytics, covering topics like integration, privacy, governance, and leveraging analytics for decision-making. Day 2 delves into designing an HR digitalization strategy, user experience and process redesign, and governance and change control. The final day focuses on evaluating the impact of digitalization, continuous improvement, and includes case studies and best practices in HR digitalization.

2. Benefits



- Enhanced Understanding
- Updated Knowledge
- Practical Skills:
- Improved Decision-Making
- Increased Efficiency
- Enhanced Employee Experience
- Strategic HR Transformation
- Networking Opportunities
- Real-World Case Studies
- Ethical Considerations

3. Methodology

This is a 3-day course that can be delivered in 3 ways,



Virtual

A complete online delivery mode that uses platforms like Mural and Menti, to deliver on teamwork and collaboration during case studies and exercises.



In Person

A complete in-person delivery mode that encourages face-to-face interaction and hands-on learning.



Hyflex

A mix of virtual and in-person delivery mode that includes the option of attending workshops face to face or enjoying the benefits of a fun virtual class.

Using the latest technology and Augmented class exercises using AI



DALL-E



GPT-3

4. Outcomes

- Understand the importance and benefits of HR digitalization in the modern workplace.
- Gain knowledge of the essential elements of HR digitalization and its framework.
- Learn how to assess current HR processes and identify areas for digitalization.
- Develop skills in selecting the right HR digitalization tools and technologies.
- Understand data management and analytics in HR digitalization and its role in decision making.
- Gain insights into designing and implementing an effective HR digitalization strategy.
- Learn about user experience and process redesign to improve employee engagement and efficiency.
- Understand the importance of HR digitalization governance and change control.
- Learn how to evaluate the impact of HR digitalization initiatives and measure success.
- Gain knowledge of continuous improvement strategies and staying ahead of emerging trends.
- Explore real-world case studies and best practices in HR digitalization implementation.
- Develop an understanding of ethical considerations in HR digitalization.



5. Equipment

1. Laptop/Computer with internet connection
2. Book with pen/pencil for notes

6. Attendees

This course is designed for HR professionals across various specializations. Whether you're an HR Manager, a specialist in technology, compliance, or talent acquisition, this course will benefit you. It's also relevant for HR business partners, analysts, and those focused on learning & development, employee engagement, or change management.

7. Course Instructor

Frederik Haentjens is a Human Capital & Organisational Transformation author, keynote speaker and executive with a focus on Organization Design (OD), Design Thinking, Employee Experience, Digital transformation, innovation and disruption. He blends 20 years of expertise providing a customer-centered yet technologically advanced approach to Digital Transformation.

He helps Middle-Eastern, African and Asian organizations in the public and private sectors to achieve their business challenges and provides coaching to them and their staff in various theories to help achieve long-term goals. Digitalization is one such course, Where in Fred dives deep into the technical aspects as well as behavioral elements to develop a sense of transformation among organizations. With his multi-industry experience, Frederik ensures that his clients are capable and prepared to execute current and future organisational strategies and meet business goals.

He is a strategic professional who works directly with senior executives to align leadership vision, behaviors/practices, culture, measures, strategic workforce planning, performance, and organisation development. He is a creative thinker, designer, problem solver, and decision-maker. He has strong communication, interpersonal relations, coaching/mentoring, change management, and collaborative skills.

A portrait of Frederik Haentjens, a man with short grey hair and a goatee, wearing blue-rimmed glasses, a white button-down shirt, and a grey blazer. He is sitting and looking towards the camera.

Frederik Haentjens

8. Course Outline

Module 1: ASSESSING HR PROCESSES FOR DIGITALIZATION

DAY 1

- Topic 1: Conducting a comprehensive HR process audit
- Topic 2: Identifying bottlenecks and pain points in HR processes
- Topic 3: Prioritizing areas for digitalization based on business needs
- Topic 4: Stakeholder engagement and involvement in the assessment process
- Topic 5: Creating a roadmap for HR process digitalization



Module 2 : SELECTING HR DIGITALIZATION TOOLS AND TECHNOLOGIES

DAY 1

- Topic 1: Understanding the HR technology landscape
- Topic 2: Evaluating vendor solutions and conducting a needs analysis
- Topic 3: Assessing the scalability and compatibility of digital tools
- Topic 4: Considerations for cloud-based vs. on-premise solutions
- Topic 5: Building a business case and securing buy-in for tool selection



Module 3 : DATA MANAGEMENT AND ANALYTICS IN HR DIGITALIZATION

DAY 1

- Topic 1: Data collection and integration across HR systems
- Topic 2: Ensuring data accuracy, privacy, and security
- Topic 3: Data governance and compliance with relevant regulations
- Topic 4: Leveraging HR analytics for data-driven decision-making
- Topic 5: Implementing HR metrics and key performance indicators (KPIs)



8. Course Outline

Module 4 : DESIGNING AND IMPLEMENTING AN HR DIGITALIZATION STRATEGY

DAY 2

- Topic 1: Defining the vision and goals for HR digitalization
- Topic 2: Creating an agile and adaptable digitalization strategy
- Topic 3: Establishing a project management framework for implementation
- Topic 4: Change management strategies for successful adoption
- Topic 5: Building a culture of innovation and continuous improvement



Module 5 : USER EXPERIENCE AND PROCESS REDESIGN IN HR DIGITALIZATION

DAY 2

- Topic 1: Mapping user journeys and improving employee experience
- Topic 2: Design thinking principles in HR process redesign
- Topic 3: Implementing self-service options and employee portals
- Topic 4: Streamlining workflows and automating manual tasks
- Topic 5: Optimizing HR processes for efficiency and effectiveness



Module 6 : HR DIGITALIZATION GOVERNANCE AND CHANGE CONTROL

DAY 2

- Topic 1: Establishing governance structures and roles
- Topic 2: Change control processes and managing scope creep
- Topic 3: Risk management and mitigation strategies
- Topic 4: Ensuring user adoption and providing training and support
- Topic 5: Continuous monitoring and feedback loops for improvement



8. Course Outline

Module 7 : EVALUATING THE IMPACT OF HR DIGITALIZATION INITIATIVES

DAY 2

- Topic 1: Defining success metrics and key performance indicators (KPIs)
- Topic 2: Measuring the impact on HR process efficiency and productivity
- Topic 3: Assessing the impact on employee experience and satisfaction
- Topic 4: Analyzing the impact on talent acquisition and retention
- Topic 5: Communicating and reporting the results to stakeholders



Module 9 : CASE STUDIES AND BEST PRACTICES IN HR DIGITALIZATION

DAY 2

- Topic 1: Success stories of organizations that have implemented HR digitalization
- Topic 2: Lessons learned and best practices from real-world implementations
- Topic 3: Strategies for overcoming common challenges and roadblocks
- Topic 4: Ethical considerations and responsible use of



Module 8 : CONTINUOUS IMPROVEMENT AND EVOLUTION OF HR DIGITALIZATION

DAY 2

- Topic 1: Reviewing and refining HR digitalization strategies
- Topic 2: Monitoring emerging technologies and trends in HR
- Topic 3: Agile methodologies for iterative improvement and adaptation
- Topic 4: Incorporating employee feedback and suggestions for enhancement
- Topic 5: Anticipating future challenges and staying ahead of the curve

