

# Course : HR Assistant, the job

Managing administrative tasks and conveying a positive HR image

Practical course - 2d - 14h00 - Ref. ARH

Price : 1500 CHF E.T.



This training course will enable you to identify the strategic challenges facing the HR function, and master the fundamentals of social legislation and personnel administration, taking into account the impact of the latest government decrees on HR departments.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understanding the fundamentals of labor law
- ✓ Understand the principles and tools of personnel administration
- ✓ Participate in skills management
- ✓ Integrating HR communication practices

## Intended audience

HR assistants, personnel assistants, existing or new employees

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Case studies, examples of HR missions for assistants, identification of the main tasks of the position and construction of an action plan.

## Course schedule

### PARTICIPANTS

HR assistants, personnel assistants, existing or new employees

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 1 Master the fundamentals of labor law

- Understand the consequences of the "Macron" ordinances and the new hierarchy of standards on labor relations.
- Understand the impact of collective agreements.
- Understand data protection regulations (RGPD) to protect employees' personal data.
- Keep up to date with legal obligations: formalities, declarations and compulsory postings.
- Identify the interests and players involved in the Document Unique d'Evaluation des Risques Professionnels.
- Know your training obligations.
- Manage hiring and apprehend hiring violations.

### Exercise

Social management check-up to be finalized in your company. List of documents to be drawn up at the time of hiring and the constitution of the personnel file.

## 2 Manage personnel administration

- Dialogue with various partners: occupational health physicians and inspectors, industrial tribunals, OPCO and CSE.
- Manage working hours, absences and vacations.
- Identify the employer's disciplinary powers: classification of misconduct, overview of sanctions.

### Exercise

Create, update and display vacation schedules.

## 3 Get involved effectively in HR missions

- Identify your role in the evolution of the HR function: the facets of the job and its evolution, challenges and prospects.
- Participate in skills management: describe functions and missions, differentiate between capacity, potential and skills.

### Exercise

Respond to a project management tool to determine the challenges of this approach.

## 4 Communicating a positive image of the department and HR strategy

- Act as an internal customer-supplier.
- How to react in a crisis?
- Developing interpersonal skills and listening skills.
- Saying no and negotiating.
- How can we improve the quality of HR services and reception?

### Exercise

Team play: setting objectives to develop interpersonal skills.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## Dates and locations

### REMOTE CLASS

2026 : 15 June, 10 Sep.