

# Course : Personnel administration

Practical course - 3d - 21h00 - Ref. GAL

Price : 2110 CHF E.T.

★★★★☆ 4,8 / 5

Personnel administration is an expert task, combining legislation, human resources and corporate policy. You will acquire the knowledge, tools and various formalities involved. The legal aspects will be explored in depth, enabling you to strengthen your role within the company.

## Teaching objectives

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

- ✓ Drawing up a specific employment contract
- ✓ Managing absences, paid leave and RTT
- ✓ Hiring formalities
- ✓ Apply the procedures for departures
- ✓ Understanding the sources of employment law

## Intended audience

This course is aimed at Human Resources assistants or any other assistant in charge of personnel management.

## Prerequisites

No special knowledge required.

## Course schedule

### 1 Provide accurate, reliable answers

- List essential documentation sources.
- The different sources of employment law.
- Setting up a social watch: useful websites.
- Mandatory display.
- Training obligations: skills development plan, CPF, VAE...

### PARTICIPANTS

This course is aimed at Human Resources assistants or any other assistant in charge of personnel management.

### 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.

## 2 Hiring and documentation

- Recruitment. Hiring formalities.
- Compensation techniques and payroll management.
- Obligations concerning information and prevention visits.

### Case study

Real-life situation of hiring employees and the formalities to be identified and carried out.

## 3 Contract drafting

- Main contracts: permanent, fixed-term, temporary, full-time, part-time.
- Monitor trial periods and renewals.
- Important clauses.
- Specific contracts: courses, professionalization, apprenticeship, CIE.
- Modification of the employment contract.

### Hands-on work

Identify the mandatory information on a contract.

## 4 Time management

- Legal working hours: monthly, hourly or daily rates.
- Overtime and complementary hours, quota.
- The different types of leave: entitlements and taking leave.
- Absence due to illness or industrial accident.

### Hands-on work

Formalities for sick leave.

## 5 Leaving the company

- Reasons for termination of contract: resignation, end of fixed-term contract, redundancy, etc.
- Mandatory documents: final account...
- Severance pay.

### Hands-on work

Complete employee departure files with different reasons for termination.

## 6 Social steering

- Calculation of headcount (FTE).
- Notion of social dashboards.
- Determine relevant social indicators: turnover, absences, etc.

### Hands-on work

Headcount and indicator calculations and analysis.

### 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.

### 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 : 27 May, 12 Oct.