

Course : HR management tool development and monitoring certification course

Skills block of RNCP 35878 title

Practical course - 4d - 28h00 - Ref. ZER

Price : 2990 CHF E.T.

NEW

This course is the first skills block in the state-approved RNCP 35878 Level 6 (Bac +3) "Human Resources Manager" qualification. It will teach you how to operate an HRIS, build HR dashboards, analyze social data, formalize HR processes and design effective internal communications. These skills are essential for steering HR performance and enhancing the company's internal actions.

Teaching objectives

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

- Use HRIS to produce reliable HR indicators
- Building dashboards to monitor HR performance
- Conduct surveys and statistical analyses to meet social obligations (BS, BDES, BSI)
- Formalize and update HR procedures into management processes
- Monitor changes in HR practices and adapt tools accordingly
- Design HR communication tools to promote internal initiatives

Intended audience

Anyone wishing to develop and monitor HR management tools.

Prerequisites

Etre titulaire d'un bac + 2 validé ou être de niveau bac + 2 possédant une expérience professionnelle de 3 ans minimum (sans prérequis en RH) ou titulaire d'un Bac et possédant une expérience professionnelle significative (5 ans minimum).

Les justificatifs lui seront demandés par SUP des RH.

Pour les personnes ne répondant pas à ces critères, il est possible de demander une étude en commission pour la Validation des Acquis Professionnels (VAP).

PARTICIPANTS

Anyone wishing to develop and monitor HR management tools.

PREREQUISITES

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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.

Certification

Elaboration and follow-up of HR management tools" skills block, part of the "Human Resources Manager" professional certification, issued by SUP des RH. Registered in the répertoire national des certifications professionnelles, under number 35878, by decision of the Director General of France Compétences dated 15/09/2021.

Course contents

This course consists of the following modules :

Employee management: Managing with scorecards

Ref. GSO - 2 days

 4/5

Successful internal communication

Ref. ROT - 2 days

 4/5

Course schedule

1 Dashboards, optimize your social management

- Gather information.
- Dashboard objectives.
- Build dashboards.
- Using and interpreting figures.
- Optimize dashboards.

2 Successful internal communication

- The challenges and impact of new technologies on internal communication.
- Design an internal communications plan.
- Internal communication resources and tools.
- Measure the effectiveness and return on investment of your actions.
- Communication, crisis and change.

3 Certification

- SUP des RH contacts the candidate directly to schedule the certification exam.
- End-of-module exam based on practical case studies, covering all block topics.
- The exam involves designing, analyzing and presenting an HR dashboard based on social data.
- Candidates are placed in a professional situation, so they have access to the Internet to search for information.
- Written test on PC with Internet access.

Dates and locations

REMOTE CLASS

2026 : 26 Mar., 22 June, 2 Nov.

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.