



## *Employee Lifecycle Management within HR Systems*

*Dubai -*

*22-11-2026*

# Employee Lifecycle Management within HR Systems

Course code: BA465 From: 22-11-2026 Venue: Dubai - Course Fees: 3650 £

## Introduction

Employee lifecycle management covers the key stages of an employee's journey within an organization, from recruitment and onboarding through development, career changes, and separation. This five-day course provides practical knowledge of how HR systems support, automate, and maintain employee information throughout the complete employee lifecycle.

## Objectives

By the end of the course, participants will be able to:

- Understand the key stages of the employee lifecycle.
- Manage employee information throughout the lifecycle.
- Apply HR system processes for onboarding, transfers, promotions, and other changes.
- Maintain accurate and up-to-date employee records.
- Understand system workflows, approvals, and controls.
- Manage employee separation and offboarding processes effectively.

## Target Audience

- HR Officers and HR Administrators
- HRIS and HR Systems Professionals
- HR Operations Staff
- Personnel and Records Officers
- HR Managers and Supervisors
- HR System Users responsible for employee transactions

## Course Outline

### Day 1

#### Employee Lifecycle and HR Systems

- Introduction to employee lifecycle management
- Key stages of the employee lifecycle
- Role of HR systems in lifecycle management
- Employee master data and records
- Data quality and information management

### Day 2

#### Recruitment, Onboarding and Employee Setup

- Recruitment and pre-employment data
- Creating employee records

- Onboarding processes and workflows
- Employee documentation
- Assignments, jobs, positions, and organizational data

### Day 3

#### Employee Changes and Career Management

- Transfers and internal movements
- Promotions and salary changes
- Changes to jobs, positions, and departments
- Leave and absence management
- Managing employee data changes and approvals

### Day 4

#### Performance, Development and Employee Engagement

- Performance management within HR systems
- Learning and development records
- Career and succession information
- Employee self-service and manager self-service
- HR reporting and workforce information

### Day 5

#### Separation, Offboarding and Lifecycle Controls

- Resignation, termination, and retirement processes
- Offboarding workflows and clearance
- Final employee data updates
- Access termination and records management
- Lifecycle reporting and compliance checks
- Practical employee lifecycle management exercise
- Review, discussion, and course assessment