# Employee Benefits Administration Training Course

Professional Development Training Course Outline

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|---|---|---|---|
| **Category** | Trade Unions | **Duration** | 5 Days |
| **Base Fee** | $1,500 USD | **Delivery Mode** | Online / On-site Hybrid |

## Course Introduction

Employee Benefits Administration is a critical function within Human Resource Management that ensures employees receive accurate, compliant, and competitive benefits packages. In today's evolving workplace, organizations must manage health insurance, retirement plans, payroll deductions, leave management, wellness programs, and compliance regulations with precision and efficiency. Employee Benefits Administration Training Course is designed to equip professionals with the skills needed to manage end-to-end benefits administration using modern digital HR systems and compliance frameworks.

With the rise of HR digital transformation, AI-driven HR analytics, cloud-based HRIS platforms, and global workforce mobility, benefits administration has become more complex and strategic. This course integrates practical tools, regulatory knowledge, and automation techniques to help participants master employee lifecycle benefits management. Learners will gain expertise in ACA compliance, ERISA regulations, claims processing, employee engagement strategies, compensation structuring, and benefits optimization to enhance organizational performance and employee satisfaction.

## Programme Curriculum

**Employee Benefits Administration Training Course**

**Introduction**

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**Course Duration**

5 Days

**Course Objectives**

1. Understand modern employee benefits administration
2. Apply global compliance standards
3. Manage health, dental, vision, and life insurance plans efficiently
4. Optimize retirement and pension schemes
5. Implement payroll-benefits integration and automation workflows
6. Analyze HR data analytics for benefits optimization and cost control
7. Develop skills in employee wellness and mental health programs
8. Handle leave management systems and PTO policies effectively
9. Ensure accuracy in benefits enrollment, claims, and reconciliation
10. Improve employee engagement through total rewards strategy
11. Apply risk management and compliance auditing in HR benefits
12. Leverage AI in HR decision-making and predictive benefits planning
13. Design competitive compensation and benefits benchmarking strategies

**Target Audience**

1. HR Managers and HR Business Partners
2. Benefits Administration Specialists
3. Payroll Officers and Payroll Managers
4. Compensation and Rewards Analysts
5. HR Consultants and Outsourcing Professionals
6. Finance and Accounting Professionals involved in payroll
7. Business Owners and SME HR Administrators
8. Fresh graduates entering Human Resource Management

**Course Modules**

**Module 1: Foundations of Employee Benefits Administration**

- Overview of benefits structures and HR functions
- Employee lifecycle and benefits touchpoints
- Types of employee benefits (statutory vs voluntary)
- Role of HRIS in benefits management
- Case Study: Tech company restructuring benefits package for retention improvement

**Module 2: Regulatory Compliance & Legal Frameworks**

- ERISA, ACA, HIPAA global standards overview
- Labor laws affecting employee benefits

- Compliance reporting requirements
- Risk mitigation in benefits administration
- Case Study: Multinational firm avoiding penalties through compliance automation

**Module 3: Health & Insurance Benefits Management**

- Medical, dental, vision plan administration
- Insurance provider coordination
- Claims processing lifecycle
- Employee enrollment systems
- Case Study: Healthcare provider reducing claim processing time by 40%

**Module 4: Retirement & Pension Administration**

- 401(k), pension, provident fund systems
- Employer contribution strategies
- Investment-linked retirement plans
- Employee financial wellness programs
- Case Study: Manufacturing company improving retirement participation rate

**Module 5: Payroll & Benefits Integration**

- Payroll deduction systems
- Tax implications of benefits
- Payroll automation tools
- Data reconciliation techniques
- Case Study: Retail chain integrating payroll and HRIS to eliminate errors

**Module 6: HR Analytics & Digital Transformation**

- HR dashboards and KPI tracking
- Predictive analytics in benefits planning
- AI in HR decision-making
- Cloud-based HR systems
- Case Study: IT firm using analytics to reduce benefits cost by 25%

**Module 7: Employee Engagement & Total Rewards**

- Total rewards strategy framework
- Incentives and recognition programs
- Wellness and mental health initiatives
- Employee satisfaction measurement
- Case Study: Global brand increasing retention through wellness programs

**Module 8: Strategic Benefits Planning & Optimization**

- Benchmarking benefits packages
- Cost optimization strategies
- Vendor negotiation techniques
- Future of work and benefits evolution
- Case Study: Startup scaling benefits strategy for global expansion

### Training Methodology

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

**Register as a group from 3 participants for a Discount**

**Send us an email: info@fineskilltrainingcenter.org or call** *+254769199797*

***Certification***

*Upon successful completion of this training, participants will be issued with a globally- recognized certificate.*

***Tailor-Made Course***

*We also offer tailor-made courses based on your needs.*

**Key Notes**

**a.** The participant must be conversant with English.

**b.** Upon completion of training the participant will be issued with an Authorized Training Certificate

**c.** Course duration is flexible and the contents can be modified to fit any number of days.

**d.** The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

**e.** One-year post-training support Consultation and Coaching provided after the course.

**f.** Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

## Upcoming Scheduled Sessions

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Online | $1,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $1,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $4,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |

Ready to enroll or request a customized program? Book online or contact us:

**Register Online Now**

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com