HR Data Governance Training Course

Professional Development Training Course Outline

Category	Human Resource Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's rapidly evolving business landscape, effective HR Data Governance is crucial for ensuring organizational success, regulatory compliance, and strategic decision-making. HR professionals are increasingly challenged to manage large volumes of sensitive employee data while maintaining integrity, privacy, and security. This training program equips participants with cutting-edge skills to implement robust data governance frameworks, streamline HR processes, and leverage HR analytics for actionable insights. By mastering industry-standard practices and emerging technologies, learners can drive data-driven HR strategies and enhance overall workforce performance.

HR Data Governance Training Course focuses on building proficiency in data quality management, data privacy, compliance, and HR analytics governance. Through interactive sessions, real-world case studies, and hands-on exercises, participants gain practical expertise in managing HR data responsibly and effectively. By the end of the course, learners will not only understand the principles of HR data governance but also develop the capability to implement policies that mitigate risks, optimize workforce management, and ensure sustainable business growth.

Programme Curriculum

HR Data Governance Training Course

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Course Duration

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Course Objectives

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

1. Implement a robust HR data governance framework aligned with organizational goals.
2. Ensure data privacy and compliance with global regulations (GDPR, CCPA).
3. Develop and maintain HR data quality standards for accurate reporting.
4. Leverage HR analytics for informed workforce decision-making.
5. Establish data stewardship roles and responsibilities across HR functions.
6. Apply risk management strategies to mitigate HR data breaches.
7. Optimize HR information systems for governance and reporting efficiency.
8. Integrate automation and AI tools for HR data management.
9. Conduct audits and data assessments for continuous improvement.
10. Create policy-driven workflows to standardize HR processes.
11. Align HR metrics and KPIs with business performance outcomes.
12. Design employee data lifecycle management strategies.
13. Build cross-functional collaboration for enterprise-wide data governance success.

Target Audience

- HR Managers and HR Business Partners
- HR Analytics Professionals
- HR Data Stewards
- HR Operations Specialists
- Compliance and Legal Professionals in HR
- HRIS Administrators
- Talent Acquisition Leaders
- Organizational Development Practitioners

Course Modules

Module 1: Introduction to HR Data Governance

- Overview of HR data governance principles and frameworks
- Importance of **data integrity, security, and compliance**
- Understanding regulatory requirements
- Data owners, stewards, and custodians
- Case Study: Successful HR data governance implementation at a global enterprise

Module 2: HR Data Privacy and Compliance

- GDPR, CCPA, and emerging global regulations
- Employee data consent and privacy policies
- Handling sensitive HR information securely
- Compliance reporting frameworks
- Case Study: Mitigating HR compliance risks in a multinational company

Module 3: HR Data Quality Management

- Defining HR data quality standards
- Data cleansing, validation, and enrichment techniques
- Identifying and resolving data inconsistencies
- Data quality KPIs and measurement
- Case Study: Improving workforce analytics through data quality optimization

Module 4: HR Analytics Governance

- Role of HR analytics in decision-making
- Standardization of HR data for accurate reporting
- Aligning HR metrics with organizational goals
- Visualizing and interpreting HR data
- Case Study: Leveraging analytics for talent retention strategies

Module 5: Data Stewardship & Roles

- Responsibilities of data stewards and custodians
- Establishing accountability and governance workflows
- Cross-functional collaboration for data management
- Tools to monitor and maintain HR data quality
- Case Study: Assigning stewardship roles in a large enterprise

Module 6: HR Information Systems Governance

- HRIS architecture and governance principles
- Data integration and system controls
- Automating HR processes for governance efficiency
- Audit trails and system monitoring
- Case Study: Streamlining HRIS governance in a tech company

Module 7: Risk Management & Data Security

- Identifying HR data risks and vulnerabilities
- Strategies for mitigating breaches and unauthorized access
- Crisis management and incident response
- Encryption and access control policies
- Case Study: Preventing HR data breaches in a financial institution

Module 8: Policy & Workflow Standardization

- Designing HR data policies and SOPs
- Workflow standardization for consistent data management

- HR metrics alignment with business objectives
- Continuous improvement and audit readiness
- Case Study: Standardizing HR workflows for multinational compliance

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- 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
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

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