Payroll & Membership Subscription Management Training Course

Professional Development Training Course Outline

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

Course Introduction

In today’s fast-evolving digital economy, organizations are rapidly adopting automated payroll systems, SaaS subscription billing, and membership lifecycle management platforms to improve efficiency, compliance, and revenue accuracy. This training course is designed to equip learners with advanced, practical skills in Payroll Processing, Tax Compliance, Cloud Payroll Systems, Subscription Billing Automation, and Member Retention Strategies using modern HR and financial technologies.

Payroll & Membership Subscription Management Training Course focuses on building strong competency in end-to-end payroll management and membership subscription ecosystems, including real-time salary computation, statutory deductions, recurring billing models, churn reduction, and analytics-driven decision-making. Participants will gain hands-on expertise in tools and workflows used in HRIS systems, fintech payroll platforms, CRM membership systems, and SaaS billing automation tools, preparing them for high-demand roles in HR, finance, and digital business operations.

Programme Curriculum

Payroll & Membership Subscription Management Training Course

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Course Duration

5 days

Course Objectives

1. Master Automated Payroll Processing Systems
2. Understand Tax Compliance & Statutory Deductions (PAYE, NSSF, NHIF concepts)
3. Implement Cloud-Based Payroll Software Solutions
4. Develop skills in Salary Structuring & Compensation Planning
5. Manage Employee Benefits Administration
6. Execute Subscription Billing Automation Models (SaaS Billing)
7. Optimize Recurring Revenue Management (MRR/ARR tracking)
8. Reduce Customer Churn in Membership Platforms
9. Apply Digital Payment Integration Systems
10. Analyze Payroll Analytics & Financial Reporting Dashboards
11. Ensure Data Security & GDPR/Privacy Compliance
12. Handle Multi-tier Membership Subscription Plans
13. Improve Operational Efficiency using HR & FinTech Automation

Target Audience

- HR Managers and HR Officers
- Payroll Administrators and Accountants
- Finance Managers and Bookkeepers
- SaaS Product Managers
- Membership Coordinators (NGOs, Clubs, Associations)
- Business Owners and Entrepreneurs
- ERP/HRIS System Users and Analysts
- IT Professionals in FinTech and HR Tech

Course Modules

Module 1: Introduction to Payroll Systems

- Payroll lifecycle and automation concepts
- Employee data management systems
- Gross pay vs net pay calculation models
- Payroll compliance frameworks
- Case Study: Payroll digitization in a mid-sized company reducing errors by 40%

Module 2: Statutory Compliance & Taxation

- PAYE structure and deductions
- Social security contributions (pension, insurance models)

- Regulatory reporting requirements
- Audit readiness and compliance checks
- Case Study: Compliance failure recovery in a corporate payroll audit

Module 3: Cloud Payroll Software & HRIS

- Overview of HRIS platforms
- Cloud payroll deployment models
- Automation of salary processing
- Integration with accounting systems
- Case Study: Migration from manual payroll to cloud system

Module 4: Compensation & Benefits Management

- Salary structuring frameworks
- Bonus and incentive systems
- Benefits administration (health, leave, allowances)
- Equity and retention strategies
- Case Study: Performance-based compensation redesign

Module 5: Subscription & Membership Models

- Subscription lifecycle management
- Tiered membership structures
- Recurring billing systems
- Customer onboarding and activation
- Case Study: Gym membership subscription optimization increasing retention

Module 6: Billing Automation & Revenue Management

- Automated invoicing systems
- MRR and ARR tracking
- Payment gateway integration
- Failed payment recovery systems
- Case Study: SaaS company reducing churn through billing automation

Module 7: Analytics & Reporting

- Payroll analytics dashboards
- Subscription performance KPIs
- Financial forecasting models
- Data visualization tools
- Case Study: Dashboard implementation improving decision-making speed

Module 8: Security, Compliance & Optimization

- Data protection and encryption standards
- Access control systems
- Fraud detection in payroll & billing
- System optimization techniques
- Case Study: Preventing payroll fraud using internal controls

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

Start Date	End Date	Location	Price
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

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

Register Online Now

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