

HUMAN RESOURCES | COURSE BROCHURE

Digital HR and HR Technology Selection

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

HR technology now covers core HR records, recruitment, learning, performance, payroll and employee self-service. This course helps HR leaders plan digital HR: defining requirements, comparing system options, running vendor selection, planning implementation and data migration, and driving adoption.

HR system projects often over-run and under-deliver. You will learn to select and implement technology that truly improves HR services.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Requirements workshops, vendor demonstration scoring, case studies and implementation planning.

Course objectives

By the end of this course, participants will be able to:
• Map the HR technology landscape
• Define HR system requirements
• Run a structured vendor selection
• Plan implementation and data migration
• Drive adoption among employees and managers
• Measure the value of HR technology

Target audience

This course is suitable for:
• HR directors and managers
• HRIS professionals
• HR transformation leads
• IT business partners
• Payroll managers



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Target competencies

Participants will develop competencies in:

- Requirements definition
- Vendor evaluation
- Implementation planning
- Adoption
- Value measurement

Course outline

Day 1: Digital HR Landscape

09:00–10:08	HR technology categories
10:08–11:00	Trends
11:00–11:30	**Coffee break**
11:30–11:45	Trends (continued)
11:45–12:53	Current state assessment
12:53–14:00	Exercise

Day 2: Requirements

09:00–10:08	Process mapping
10:08–11:00	Functional requirements
11:00–11:30	**Coffee break**
11:30–11:45	Functional requirements (continued)
11:45–12:53	Integration needs
12:53–14:00	Workshop

Day 3: Vendor Selection

09:00–10:08	Market scanning
10:08–11:00	Demos and scoring
11:00–11:30	**Coffee break**



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11:30–11:45	Demos and scoring (continued)
11:45–12:53	Contracts
12:53–14:00	Simulation

Day 4: Implementation

09:00–10:08	Project plan
10:08–11:00	Data migration
11:00–11:30	**Coffee break**
11:30–11:45	Data migration (continued)
11:45–12:53	Testing
12:53–14:00	Case study

Day 5: Adoption and Value

09:00–10:08	Change management
10:08–11:00	Self-service adoption
11:00–11:30	**Coffee break**
11:30–11:45	Self-service adoption (continued)
11:45–12:53	Benefits tracking
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Amsterdam Confirmed dates	16 Nov 2026	20 Nov 2026	**€2,540.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.–**
Cape Town Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,890.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.–**
Paris Confirmed dates	11 Jan 2027	15 Jan 2027	**€2,860.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.–**
London Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,450.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.–**
Vienna Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,940.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Cape Town Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,890.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Barcelona Confirmed dates	29 Mar 2027	2 Apr 2027	**€2,840.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**
Rome Confirmed dates	19 Apr 2027	23 Apr 2027	**€2,450.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.–**
Cape Town Confirmed dates	3 May 2027	7 May 2027	**€1,890.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	24 May 2027	28 May 2027	**€3,150.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Rome Confirmed dates	14 Jun 2027	18 Jun 2027	**€2,450.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
Barcelona Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,840.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Frankfurt Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,650.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.-**
Dubai Confirmed dates	9 Aug 2027	13 Aug 2027	**€3,150.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,450.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Vienna Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,940.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
London Confirmed dates	11 Oct 2027	15 Oct 2027	**€2,450.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Rome Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,450.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	15 Nov 2027	19 Nov 2027	**€3,150.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Istanbul Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,650.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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