



Ministry of Health, Uganda

Integrated Human Resource Information System (iHRIS) **TRAINING PROGRAM**

DAY ONE	
MORNING SESSION	Registration
	Welcome and introductions
	Participants' expectations
	Objectives/expected outputs of iHRIS training
	Selection of leaders (logistics, timing, etc.)
	Starting and closing the PC and iHRIS
<i>BREAK TEA</i>	
MID MORNING SESSION	iHRIS overview and components explanation
	Manage and adding person details
<i>LUNCH</i>	
AFTERNOON SESSION	Searching and editing person records
	Editing photos and uploading photos
	Day's Evaluation
DAY TWO	
MORNING SESSION	Feedback on yesterday's evaluation
	Creating, Changing, and Assigning Posts
<i>BREAK TEA</i>	
MID MORNING SESSION	Reports (staff lists, Retirement, Registration status, Salary report, health facilities, Staff Album, etc.)
<i>LUNCH</i>	
AFTERNOON SESSION	Discussing HR data flow, tools, and reports in use in Organizations
	Suggesting Reports & Corresponding Fields
	Day's Evaluation and assignment - Data sharing and obstacles
DAY THREE	
MORNING SESSION	Feedback on yesterday's evaluation
	Going through the difficulties faced
	Discussion of user access, creating, and assigning user accounts
<i>BREAK TEA</i>	
MID MORNING SESSION	Administrating Database dropdown lists
<i>LUNCH</i>	
AFTERNOON SESSION	Creating and Generating Staffing norms
	Day's Evaluation



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DAY FOUR	
MORNING SESSION	Feedback on yesterday's evaluation
	Registration HRIS users (e.g. Directors, DHO, CAO, and PPO)
	Welcome and Introductions
	Recap of day 1 – day 3
	iHRIS Overview
	Managing and Adding Persons/Records in HRIS
<i>BREAK TEA</i>	
MID MORNING SESSION	Reports Generation
	UCP & MoH HRIS Vision and Mission
	HRIS for Evidenced based Decision Making – Challenges and strategies for improvement
	Discussion and Questions
<i>LUNCH</i>	
AFTERNOON SESSION	Viewing, Exporting, and Printing Reports
	Integrating HRIS Data and Charts into District Reports
	Day's Evaluation
DAY FIVE	
MORNING SESSION	Feedback on yesterday's evaluation
	HRIS Account types, Creating and allocating users names & passwords
	Selecting HRIS focal persons and data managers
	Groups present the different iHRIS functions
<i>BREAK TEA</i>	
MID MORNING SESSION	HRIS integration with other System
	Discussion of iHRIS Management and Usage
	Data Quality and Good HR Management Practices
	Oral feedback from participants
	Overall Training Evaluation by participants
	HR management and way forward
Closing of Training	
<i>LUNCH</i>	
AFTERNOON SESSION	Working on different Organization's Computers