

# Mincom Ellipse Personnel Familiarisation

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**Course ID:** HR-00

**Course Length:** ½ Day

**Modules Included:** 3870 - Position Management, 3820 - Payroll Management, 3760 - Personnel Administration, 3770 - Training Management, 3510 - Health Safety & Environment, 3530 - Workers Compensation

**Prerequisites:** GE-02 - Mincom Ellipse Foundation

**Intended Audience:** Implementation team members and new end-users responsible for management & administration of personnel records, personnel practitioners, health, safety, and environment management and supervision, compensation management and supervision, training management.

**Course Description:** The Mincom Ellipse Personnel Familiarisation course provides participants with conceptual knowledge of the Mincom Ellipse Human Resources system. This course is a combination of lectures and demonstrations providing key knowledge of the Human Resources stream.

**Expected Outcome:** Understanding of key concepts and components of the Mincom Ellipse Human Resources system capabilities and preparation for hands-on training.

**Format:** The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

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**At the end of this course, the participant will be able to:**

Identify key concepts of Ellipse HR modules and recognise business stream integration within Mincom Ellipse.

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**Registration:** To register an expression of interest in course attendance, email [education.services@mincom.com](mailto:education.services@mincom.com)