Datastat Research
Building Capacity in Training and Research

DATASTAT TRAINING IN

OFFICIAL COURSE PROSPECTUS

Center for Advanced Research & Professional Development

Nairobi Training Center • Global Virtual Academy • Corporate On-Site

ENTERPRISE RESOURCE PLANNING (ERP)

Employee Self-Service and Manager Self-Service in ERP Training Course

Comprehensive Course Syllabus, Practical Modules & Upcoming Schedules

PROGRAM SPECIFICATIONS & HIGHLIGHTS

DURATION
5 Days Practical Hands-on

DELIVERY MODES
In-Person Class & Live Virtual

CERTIFICATION
Accredited Certificate of Completion

INTAKES / DATES
Multiple Cohort Schedules Included

PREPARED FOR:

Valued Participant

Email: training@datastatresearch.org | Issued: November 21, 2026

Academic & Professional Training Year: 2026

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Employee Self-Service and Manager Self-Service in ERP Training Course

Enterprise Resource Planning (ERP) • 5 Days Intensive • Accredited Certification

Course Overview

Employee Self-Service and Manager Self-Service in ERP Training Course equips professionals with the skills to utilize ESS and MSS tools to streamline HR operations, reduce administrative workloads, and drive data-driven decision-making.

Upcoming Training Schedules

Confirmed cohort intakes and venues. Both physical in-person classroom and live virtual online seats are available.

TRAINING DATES	LOCATION / VENUE	FORMAT / DURATION	INVESTMENT (FEE)
29 Dec 2025 – 2 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
29 Dec 2025 – 2 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Cape Town	Classroom / 5d	**$4,500 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Addis Ababa	Classroom / 5d	**$3,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Singapore	Classroom / 5d	**$5,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Istanbul	Classroom / 5d	**$5,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Bangkok	Classroom / 5d	**$5,000 USD / KES 90,000**
29 Dec 2025 – 2 Jan 2026	Accra	Classroom / 5d	**$4,000 USD / KES 90,000**
5 Jan 2026 – 9 Jan 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
5 Jan 2026 – 9 Jan 2026	Kigali	Classroom / 5d	**$3,000 USD / KES 90,000**
5 Jan 2026 – 9 Jan 2026	Dubai	Classroom / 5d	**$5,000 USD / KES 90,000**

* Corporate discounts and customized cohort scheduling are available for teams of 3 or more participants.

Course Curriculum & Modules

Employee Self-Service and Manager Self-Service in ERP Training Course

Introduction

In today’s digital transformation era, organizations leverage ERP systems to enhance productivity, efficiency, and employee empowerment. The Employee Self-Service (ESS) and Manager Self-Service (MSS) modules revolutionize HR, payroll, and operational workflows by providing seamless, real-time data access, improved workforce automation, and enhanced employee engagement. Employee Self-Service and Manager Self-Service in ERP Training Course equips professionals with the skills to utilize ESS and MSS tools to streamline HR operations, reduce administrative workloads, and drive data-driven decision-making.

Through this comprehensive ERP training program, participants gain hands-on experience in managing employee records, approving workflows, and integrating performance management processes. Designed for HR professionals, managers, and IT support staff, this course bridges the gap between technology adoption and strategic workforce management, ensuring organizational agility, compliance, and process excellence.

Course Duration

5 days

Course Objectives

- Understand the core concepts of ESS & MSS within ERP systems.

- Enhance efficiency through automation of HR workflows.
- Master real-time employee data management and analytics.
- Apply ESS/MSS features to improve employee experience.
- Develop expertise in self-service portals and user navigation.
- Manage digital approvals, leave requests, and time tracking.
- Integrate ESS/MSS with payroll and performance systems.
- Ensure data security and compliance with ERP best practices.
- Foster a paperless HR environment through digital tools.
- Analyze key metrics for strategic HR decision-making.
- Leverage AI and predictive analytics in ESS/MSS functions.
- Troubleshoot and support ERP user self-service issues.
- Drive organizational change management through ERP adoption.

Target Audience

- HR Professionals & Administrators
- Line Managers & Department Heads
- ERP System Users & Functional Consultants
- Payroll & Time Management Specialists
- IT Support & ERP Implementation Teams
- Business Process Analysts
- HRIS Managers
- Learning & Development Professionals

Course Modules

Module 1: Introduction to ESS & MSS in ERP

- Understanding ERP ecosystem and HR digitalization
- ESS and MSS
- Navigation and user interfaces
- Integration with HR and payroll systems
- Case Study: Implementing ESS in SAP SuccessFactors

Module 2: Employee Data Management

- Managing employee profiles and personal data
- Updating job, benefits, and banking details
- Ensuring data accuracy and compliance
- Data security and user authentication
- Case Study: Oracle HCM Cloud – Employee Data Automation

Module 3: Leave & Attendance Management

- Applying, tracking, and approving leave requests
- Attendance tracking and policy configuration
- Shift scheduling automation
- Reporting and analytics dashboards
- Case Study: Workday ESS Leave Management Success

Module 4: Payroll & Compensation Self-Service

- Payroll visibility and payslip access
- Tax declaration and reimbursement processes
- Compensation planning and approvals
- Linking payroll with ESS/MSS modules
- Case Study: SAP ERP Payroll Integration

Module 5: Performance & Appraisal Management

- Goal setting and progress tracking

- 360-degree feedback and evaluations
- Manager-driven performance analytics
- Continuous performance monitoring tools
- Case Study: MSS-Driven Appraisal Cycle Optimization

Module 6: Learning & Development Integration

- Employee access to learning modules
- Manager oversight of training progress
- Skill-gap analysis through ERP tools

• Linking learning outcomes to performance

- Case Study: Workday Learning and ESS Integration

Module 7: Analytics & Reporting

- Real-time dashboards for HR KPIs
- Workforce analytics and insights
- Predictive analytics for workforce trends
- Exporting reports for compliance and audits
- Case Study: Power BI Dashboards with ERP Data

Module 8: Change Management & ERP Adoption

- Building user confidence and engagement
- Communication and support strategies
- Measuring ERP adoption success
- Best practices for continuous improvement
- Case Study: ESS/MSS Rollout in a Global Enterprise

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@datastatresearch.org or call +254724527104

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 DATASTAT CONSULTANCY LTD account, as indicated in the invoice so as to enable us prepare better for you.

Certification & Learning Methodology

- Hands-on practical delivery with real-world datasets, case studies, and lab exercises.
- Post-training mentorship, access to class resources, and customized follow-up support.
- Participants who successfully complete the course receive an accredited Datastat Certificate of Completion.

How to Enroll & Reserve Your Seat

1. Online Registration: Visit https://datastatresearch.org/courses/employee-self-service-and-manager-self-service-in-erp-training-course to register online.
2. Email Booking: Send participant details to training@datastatresearch.org for official invoice & reservation.
3. Support & Assistance: Inquire via phone +254 724 527 104 | +254 734 969 612.