



## HR Training in Bangalore

### Course Objectives:

- Understanding HR Professional Job Roles
- Understanding organization structure
- How to Manage Staff
- How to Run Payrolls
- Understanding complete process of Hiring
- Hiring from Job Portals and Professional Networks
- Understanding Labor Laws
- Training & Development to Staff

### Course Outline

- **1. Introduction to HR**

- What is Human Resource?
- How HR department works
- Roles & responsibilities of HR professional
- Why should a company hire HR professional?
- Understanding organization structure

- **2. Recruitment**

- Introduction to recruitment process

- Screening and shortlisting resumes
- Scheduling Interviews
- Communication with job seekers
- Job analysis & posting

- **3. Staff Management:**

- Understanding Staff release & resignation process
- Existing Staff management
- Training & development to staff

- **4. Payroll**

- Running payrolls
- Paying benefits & compensations
- Managing Employee referrals & performance
- Keeping staff records

- **5. Employee Hiring**

- Undertaking Employee/Contractor joining formalities
- Managing offer letters, resignation
- Finding talent in the market
- Understanding job portals & professional networks
- Performance appraisal
- Compensation & Incentives

- **6. Labour laws**

- What are Labour laws?
- Understanding Labour Laws