

Introduction to Human Resource Management

- What is HRM?
- Career as an HR professional
- Qualities to be an HR professional
- Future of HR professional

Organization Culture

- What is Organization culture?
- Types of Culture
- Change Management

Talent Acquisition

- What is Talent Acquisition?
- Workforce planning
- Job Analysis & Job description
- Job posting in Job portal (Linkedin)
- Recruitment methods
- Sourcing, Selection & Recruitment
- Recent Trends in recruitment

Training & Development

- Induction, Orientation & Onboarding
- Training Needs Analysis
- Training Calendar Preparation
- Different Kind of Training Methods & Recent Trends in Training

Employee Engagement

- **Intro to Employee Engagement**
- **Need of Employee Engagement**
- **Employee Engagement Activities**
- **Recent trends in Employee Engagement**
- **Grievance Handling System**

Compensation & Benefits:

- **Introduction of Compensation & Benefits**
- **Designing Compensation Plan**
- **Different Compensation Structure & Metrics**
- **Trends in C & B**

Performance management System & Performance Appraisal

- **Performance Management System with Goal Setting**
- **Performance Appraisal**
- **Different kinds if Appraisal**
- **Appraisal forms (Managers & Staff)**
- **Calculation of Appraisal Marks**
- **Competency Mapping Without weightage & without weightage**
- **KRA & Performance management Policy Example**

Payroll, Statuary Compliance & Labour Law

- **Payroll process Introduction**
- **Salary Components and the formulas**
- **Income Tax Calculations (With & Without Deductions)**
- **Intro to Compliance**
- **Professional Taxes**

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- Payroll Software Model & working methodologies
- Snap view of important labour laws
- PF, ESI, Gratuity, HRA Definition & Calculations
- PF & ESI Portal and Account opening & Remittance Introductions
- Salary sheet Calculations
- Preparation of Salary sheet in Excel

Two hours Session on Important Soft skills

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