HumanResource

Introduction to Human Resources

- Evolution of Human Resources
- Why HR?
- Importance of HRM

Organization Structure & Behavior

- Definitions of Org structure
- Types of Org Structure
- Definition of Org Behaviors

Definition of Employee Life cycle (ELC)

- Stages of ELC
- Trends in employee life cycle tools

Recruitment management

- Screening & Sourcing
- How to perform resume & phone Screens
- How to build job description
- Schedule interview

Talent Acquistion

- Talent Acquistion
- Value proposition
- Employer Branding
- Structure of an effective recruitment process
- Alignment recruitment with Organization success
- Job posting & analysis
- Applicant tracking system
- Into-Job portals (Naukri, Linkdin)
- Recruitment Tracker

Training & development

- Introduction, Orientation & on barding
- HR Manual
- Training need analysis
- Training calendar preparation

Employee Engagement

- Why is employee engagement important
- Motivation theories

Reward management

- Reward management
- Compensation &benefits
- Employee wellbeing

Performance management System

- Performance management System
- Performance management policy
- How to set a goals for Employee: Annual Goal Setting procedure
- Performance Appraisal System
- Performance review & Appraisal forms (Manager & Employee)
- Competency Mapping

Employment Law compliance & Payroll accounting

- Employment Law compliance & Payroll accounting
- Employment contracts & termination
- Discrimination of equal employment opportunity
- Prevention of Sexual harassment (POSH Policy)
- How to calculate Salary using excel
- Payroll Software
- Income tax calculation(Form16)

Staff Management

- Staff Management
- On boarding & induction
- Joining formalities
- Drafting provisional Offer Letter
- Exit formalities & survey

Research methods & Analysis

- Data collection &Analysis methods
- HR metrics: Data Driven Decision making

Case Study

- Applying HR concept to real time world scenarios
- Developing practical solutions &recommendations

Highlights of the Advanced

- Certified Human Resource Generalist (CHRG)
- Payroll Software
- Professional Resume building
- Professional LinkedIn profile writing