

Professional HR Training Course outlines

Contents	Course Outline	Credit Hour
HR Generalist Activities & HR Functions	<ul style="list-style-type: none"> • Understanding Strategic HumanResource Management • Key HR SOPS and Guidance • Basic HR Analytics • Organizations Hierarchy and Organogram • Performance Management & Appraisal System • KRA and KPI • SWOT Analysis • HR Audit • Full & Final Settlement 	7.5
Recruiter Functions (Talent Acquisition)	<ul style="list-style-type: none"> • HR Planning • Recruitment Policy and Implementation • Job description and Job Specification • Different Sources / Methods of Recruitment • Overview on Selection Process • Overview on different mode of Interviews • Post Recruitment Activities & Joining Documentation • Metrics of Job Market Opportunities • Future Challenges and overcoming techniques 	6
Statutory Compliances & Payroll Function Compliances & Payroll Function	<ul style="list-style-type: none"> • Compensation Benefits • Salary Components Designing CTC, Salary Processing, Professional Tax, TDS • Overtime (OT) Wages, Practical Exposure to Processing Salaries by Payroll Software • EPF (Employees Provident Fund), SSF (Social Security Found) Calculations • IR Management (Industrial Management) • Insurance (Medical, Accidental and its claim process in SSF and other insurance Companies) • Highlights of L.A , SSF 	6
	Certificate Distribution -1 day	