

COURSE CONTENT – HUMAN RESOURCE

Introduction

- **HRM Introduction**

Fundamental Of Human Resources Part 1

- **Meaning Of HRM**
- **Terminologies**
- **Importance Of HRM In A Company**
- **Employee Record And Onboarding**
- **Key Responsibility Of HR Manager**

Fundamental Of Human Resources Part 2

- **Guidelines And Policies For Employer And Employee**
- **Function Of HRM**

Payroll Processing & Grievance Redressal Part 1

- **Payroll Processing**
- **Steps Involved In Payroll Processing**
- **Conducting Seminars**
- **How Do Seminars Work**

Payroll Processing & Grievance Redressal Part 2

- **Planner List For Seminars**
- **Benefit Analysis**
- **Employee Benefit Segments**
- **Work Conflicts And Resolutions**



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Human Resource Planning

- **HR Supply Forecasting**
- **Process Of HRP**
- **Factors Affecting HRP**
- **Enterprise Resource Planning**
- **ERP System**
- **Importance Of HRP**
- **Balancing Manpower**

Recruitment & Selection Part 1

- **Recruitment Planning**
- **Steps In The Selection Process**
- **Functions Of Recruitment**
- **Importance Of Selection**
- **Steps In The Recruitment Process**

Recruitment & Selection Part 2

- **Factors Affecting Recruitment And Selection**
- **Selection Background Verification**
- **Verification Checklist**

Compensation & Employee Tax

- **Compensation Structure Planning**
- **Professional & Employee Tax**
- **Performance Appraisal**
- **Provident Fund & Employee Benefits**
- **Incentive And Bonus Management**



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Training & Development Part 1

- **Traditional And Modern Approaches**
- **Types Of Training**
- **Difference Between Training And Development**
- **Training Objectives**
- **Role Of HR In Training And Development**

Training & Development Part 2

- **Training Process**
- **Training Methods**
- **Workplace Training**

Employee Retention & Tools Part 1

- **Why Do Companies Focus On Employee Retention ?**
- **What Are Employee Retention Benefits ?**
- **How To Increase Employee Retention ?**

Employee Retention & Tools Part 2

- **What Are The Most Common Employee Retention Goals ?**
- **HR Tools**
- **Legal Issues In HRM**

Job Analysis & HR Auditing Part 1

- **What Is Job Analysis & HR Auditing ?**
- **Why Job Analysis Is Important?**



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Job Analysis & HR Auditing Part 2

- **Job Description**
- **Job Evaluation**
- **Job Design**

Key skills Of HR Manager

- **Interaction Activity**
- **Career Path Discussion**

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