

HRM for Entrepreneurs Training Course Content

Understanding Human Resources Management

- Role and function of HR in organizations
- Importance of HR in driving business success and achieving strategic objectives

1: Recruitment and Selection

- Job analysis
- Attraction
- Sourcing candidates
- Screening resumes
- Interviewing
- Job offers
- Hiring right candidate

2: Employee On boarding and Orientation

- Importance of effective onboarding
- Key components of an Induction
- Introduction to company culture, policies, and procedure

3: Employee Engagement and Retention

- Importance of employee engagement in driving productivity
- Strategies for creating a positive work environment
- Fostering employee morale
- Building strong team dynamics.

4: Performance Management

- Basics of performance management
- Setting clear expectations
- Providing feedback
- Evaluating employee performance
- Performance appraisal methods and techniques
- Performance Appraisal form

5: HR Policies and Compliance

- Equal employment opportunity
- Anti-discrimination
- Harassment prevention
- Confidentiality
- Legal compliance requirements related to employment laws and regulations.

4: Compensation and Benefits

- Basics of compensation management
- Determining salaries, wages, and benefits
- Different types of employee benefits and perks

5: Employee Development and Training

- Importance of employee training and development
- Basics of training needs analysis
- Designing training programs

6: Workplace Health and Safety

- Overview of workplace health and safety regulations and requirements
- Basics of creating a safe work environment
- Preventing workplace accidents and injuries

7: Employee Relations and Conflict Resolution

- Handling employee grievances & conflicts
- Introduction to conflict resolution techniques
- Effective communication strategies

8: HR Technology and Tools

- HRIS (Human Resources Information Systems)
- HR software
- Understanding how technology can streamline HR processes and improve efficiency

9: Ethical Practices in HR

- Importance of ethical behavior in HR decision-making and practices
- Basics of ethical principles and standards in HR management

www.apponix.com

RegisteredOffice:-Bangalore:80505-80888

Hubli:9069980888

Email-id: info@apponix.com