

Human Resource

Introduction to Human Resource Management

- **Definition & Scope of HRM**
- **Evolution of HRM**
- **Importance of HRM**
- **Overview of HRMS Software (Recruitment, PMS, Payroll)**
- **Functionalities of HRMS Software (e.g., Zoho, KEKA)**

Organization Structure & Behaviour

- **Definition of Organization Structure**
- **Types of Organizational Structures**
- **Organizational Design & Change Management**
- **Leadership Management: Leadership Styles & Theories**

Talent Acquisition

- **What is Talent Acquisition?**
- **Work force planning ; -Importance of HR Planning**
- **Process of Job Analysis & Job description & Job specification**
- **Intro to Job portals:(Naukri, LinkedIn & Other Portals)**
- **Writing effective Job Discription & titles using Job portals**
- **Comparing Job portals (Pros & Cons)**
- **Sourcing,Screening, Shortlisting using Portals**

Training & Development

- **Induction, Orientation & Onboarding**
- **HR Manual**
- **Training Calendar Preparation**

Employee Engagement

- **Intro to Employee Engagement & its needs**
- **Grievance Handling System**
- **Motivation & Job satisfaction: Motivation Theories & Models**
- **Group Dynamics: Team building & Collaboration**

Reward management:

- **Introduction of Compensation & Benefits**
- **Performance related Pay & incentives**
- **Employee Well being & work life balance**

Performance management System

- **Performance Management System Policy**
- **Performance Appraisal**
- **How to Set a Business goals :Annual goal setting Policy**
- **Different kinds of Appraisal**
- **Appraisal forms (Managers & Staff)**
- **Competency Mapping**

Employment Law & Ethics

Payroll & Statutory Compliance

- **Employment contracts & termination**
- **Discrimination & equal employment opportunity**
- **Health & safety at work**
- **Prevention of sexual harassment (POSH)**
- **How to prepare salary structure using Excel Sheet**
- **Income Tax Calculations (Form no 16)**
- **Definitions: PF, ESI, HRA & Others**
- **PF, ESI Portal and Account opening & Remittance Introductions**

Introduction to AI in HR

- **Introduction to Applicant tracking System**
- **Configuring ATS Settings (Job postings, Advertisements)**
- **Manage candidate applications & resumes through ATS**
- **Communicating with candidates**

Research Methods & Analytics

- **Data Collection & Analysis methods**
- **HR metrics & Benchmarking: Data driven decision making**

Case Study & Project work

- **Applying HR concept to real world scenarios**
- **Developing practical Solutions & recommendations**