



HR FULL COURSE-A DEPTH STUDY

HR PRACTICAL TRAINING COURSE(5-6 MONTHS)

S.NO	PARTICULARS
1	Human Resource Planning-planning models,human resource forecasting methods,
2	Job analysis ,Job design & Job evaluation
3	Recruitment & Selection
4	Training & Development-Models, designing.
5	Competency based HRM-competency based HR functions.
6	Competency mapping, competency modeling.
7	Knowledge of PMS,Process of Performance Management, Performance planning process
8	Objectives & purpose of PMS,Types & methods of PMS
9	Pillars of PMS, Elements of PMS
10	Performance Metrics-Understanding the KRA,KPAs & how to make it.
11	How to merge all the subparts developed into one PMS
12	Practical application & exercise(PMS working)

SAMARPAN SOFT SKILLS-HR COURSE

13	Calculations of Bonus,Earned Leave,CTC, Salary calculations,gratuity ,PAYROLL PART-I
14	Calculations of Bonus,Earned Leave,Salary calculations,gratuity ,PF CAL, ESI CAL PAYROLL PART-II
15	Calculations of Bonus,Earned Leave,Salary calculations,gratuity ,PF CAL, ESI PAYROLL PART-III
16	Succession Planning, Employee Separation, Job classification, employee engagement & formulae
17	Union Management relations
18	Miscellaneous topics –work life balance

P.S; IN EACH SESSION , PRACTICAL TRAINING WITH COMPLETE HANDOUTS WILL BE PROVIDED. CLASSES CAN BE EXTENDED BY ONE/TWO SESSION IF ANY SUBJECT MATTER IS LEFT OUT.

**LEARNING MADE EASIER THROUGH –HANDOUTS/PPT/
PRACTICAL EXERCISE SHEET ETC.**

CERTIFICATE WILL BE DULY PROVIDED AFTER COMPLETION OF THE COURSE