

HR REMEDY INDIA

“ADVANCED HR CORPORATE PRACTICAL TRAINING - HR PRACTICES”

HR TRAINING SYLLABUS

MODULE 1 -- RECRUITMENT

- ✚ **Manpower planning as per company business need**
- ✚ **Manpower Requisition Form as per functional department need**
- ✚ **Simplifying Job description for candidate and recruitment Department**
- ✚ **Recruitment for different Business Module – IT, Manufacturing, Banking, Telecom, Insurance, EPC, BPO, etc**

- ▶ Budgeted & Non - Budgeted
- ▶ Bulk Recruitment & Niche Hiring
- ▶ Mapping & Head Hunting

✚ **Job Portals & Social networking sites**

- ▶ Naukri, Monster, Timesjobs
 - Mass Mailing
 - Job Posting
 - Searching Candidate
 - Screening Cvs
- ▶ LinkedIn, Facebook, Quikr, Olx
 - Headhunting
 - Creating References
 - Mapping
- ▶ ATS (Applicant Tracking System)

✚ **CV Short listing of Candidates**

- ▶ By HR Personnel
- ▶ By Functional Department

Arranging Interviews

- ▶ Telephonic Interview
- ▶ Face-to-face Interview

MODULE 2- HR ADMINISTRATION (CORE HR)

Pre Joining Documentation and Post Joining Documentation

- ▶ Updated Resume
- ▶ Last company's appointment letter / Offer letter
- ▶ Last 3 months salary slip & Bank statement
- ▶ PAN Card photo copy
- ▶ 2 passport size photo
- ▶ Identity proof (Adhar Card / Driving license / Voter ID / Ration Card / Passport) Background Verification

Employee Records

- ▶ Maintain Employees Personal Information like PAN No, PF Account No, ESIC Number, DOB, DOJ, DOR, etc.
- ▶ Induction & On boarding
- ▶ Opening Bank accounts
- ▶ Creating temporary ID's
- ▶ Filing Statutory forms
- ▶ Arranging Induction Programme
- ▶ Brief about organization
- ▶ Safety policies
- ▶ Legal compliances
- ▶ Benefits
- ▶ Future growth plans
- ▶ Do's & Don'ts
- ▶ Collecting feedback from new joiners about induction programme

Employee Help Desk

- ▶ Helping to employee for their issues
- ▶ Providing required information on time

Drafting Letters

- ▶ Offer letter
- ▶ Appointment letter
- ▶ Confirmation letter
- ▶ Extension of probation period
- ▶ Increment letter
- ▶ Resignation Acceptance Letter
- ▶ Relieving letter
- ▶ Experience Certificate
- ▶ No dues Certificate

Preparing HR MIS reports

Handling Full & Final Settlement

- ▶ Updating of Date of Resignation, Date of Leaving & Leaving Reason
- ▶ Calculation for Settlement Salary Amount as per date of leaving
- ▶ Calculation for Leave Encashment, Notice Period, Gratuity, Outstanding Income Tax, Outstanding Loans & other statutory payments like Bonus & other
- ▶ Disbursement for Full & Final Settlement amount & any other dues pending from company's side to respective employee's Bank Account
- ▶ Reliving & Experience Certificate for Resigned employees as per company policies

Learning & Development

- ▶ Designing the training calendar & Training Budget
- ▶ Training need Identification
- ▶ Faculty identification
- ▶ How to calculate Man hours
- ▶ Training need Identification vs Actual
- ▶ Training Effectiveness

Performance Management System

- ▶ Performance management techniques
- ▶ Methods & Systems of performance evaluation
- ▶ Designing the appraisal forms
- ▶ Goal Settings
- ▶ KRA Setting
- ▶ How to set smart KRA

▶ Increment Process

📁 **Attrition & Retention Management**

- ▶ Attrition and reasons of attrition
- ▶ New methods for retention
- ▶ Employee relationship Management
- ▶

📁 **Policy Implementation**

- ▶ New policy formation and implementation.
- ▶ Employee feedback

MODULE 3- PAYROLL MANAGEMENT

- 📁 Attendance Management & Leave Management – Different types of leaves
- 📁 Salary components -- Gross salary, Net salary, In hand salary, Taxable salary, CTC, Medical Allowances LTA, DA , HRA
- 📁 Designing Salary break up as per offer letter, CTC
- 📁 Salary slips preparation
- 📁 Salary Disbursement system -- By Bank Account , By cheque , By cash

📁 **Practical on Salary Processing**

- ▶ New Joiner Salary Calculation
- ▶ Salary Revision (Increment),
- ▶ Attendance calculation (LWP & Reversal of LWP)
- ▶ Yearly & Monthly CTC structuring according to company policies
- ▶ Variable Payment & Deduction Processing
- ▶ Disbursement of Monthly or Yearly Incentive, Yearly Bonus as per Bonus Act & Salary Advances

Handling Monthly Reimbursement Process

- ▶ Reimbursement Scrutiny (Proofs Verification)
- ▶ Maintaining Reimbursement Entitlement & Eligibility C/F & Supports Entitlement & Support C/F tracking as per company policy & Income Tax law
- ▶ Disbursement of Reimbursement amount with Salary or Outside Salary as per employee Eligibility & actual proofs available
- ▶ Year End Reimbursement Disbursement as Taxable & Non Taxable as per proofs available for full year

Statutory Compliances

- ▶ PF -- PFO, Rules, Calculation, PF Challan generation through EPFO Site. PF Forms – Form 2 , Form 5, , Form 19, Form 31, Form 10 C.
- ▶ PT -- Act in different state, Rules, Calculation , Challan generation.
- ▶ ESI -- Act, Employee benefits, Audit , Report . Form1 , Form 6
Maharashtra Labor Welfare Fund , Form A-1 cum challan
Gratuity -- Act, Role in CTC Design, Employer benefit.
- ▶ Payment of Bonus Act 1965, form D
- ▶ Income Tax – ITR Filling, Rules, Procedure, Tax Slab.
- ▶ TDS -- Form 16, Investments declarations, exemption on investments, Tax calculation
- ▶ Payroll Management – Basic & Applications. – Payroll calculation manually, On Excel , Data import from excel to ERP

POST TRAINING SERVICE & SUPPORT

 **CV Preparation –After Individual Discussion & Analysis**

 **Finding a right job & support**

 **Interview skill development**

 **Overall grooming – self introduction, body language etc**

 **Provide Certificate**

In HR Field Our Journey since 2008 to Till Date



Training Methodology

- ✦ 100 % Practical
- ✦ Live case studies
- ✦ Live work on Job Portals
- ✦ Revision
- ✦ Live Interviews session

Training Highlights

- ✦ Advanced HR Practical Training in India.
- ✦ Trained 4500+ students in last 5+ years & more than 90% are placed and working as HR in good companies.
- ✦ Pune based well equipped 5 offices with all the latest HR tools (HRMIS/ Adrenaline/ ATS/ Job Portals/ Payroll Software/ HR Software).
- ✦ Weekday & Weekend Batches for working professionals.
- ✦ You will take face to face live interviews of candidates
- ✦ Top notch training by highly qualified and experienced experts.
- ✦ Preparation of Professional CV from Job Market Analyst.

NOTE: - For admission & other queries please call: +91 9921004643 or Mail us: Training@hrremedyindia.com

We are serving our clients from 11+ years



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