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

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 polices
- Legal compliances
- Benefits
- Future growth plans
- Do’s & Don’ts
- Collecting feedback from new joinees 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. Form 1, 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
- 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
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