Or write: training@hrremedyindia.com

HR REMEDY INDIA

"ADVANCED HR CORPORATE PRACTICAL TRAINING - HR PRACTICES"

For more details call: +91 9921004643





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
 - Seraching Candidate
 - Screening Cvs
- LinkedIn, Facebook, Quikr, Olx
 - Headhunting
 - Creating References
 - Mapping
- ATS (Applicant Tracking System)

Unit of Candidates

- By HR Personnel
- By Functional Department

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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



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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

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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

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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

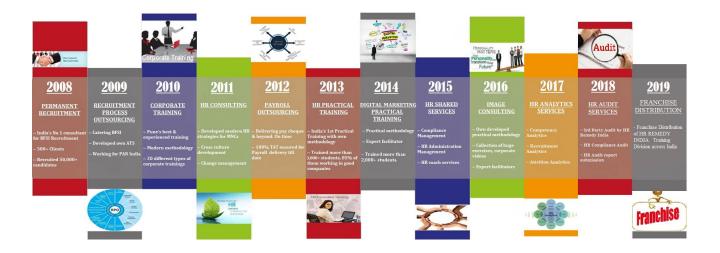
- PF -- PFO, Rules, Calculation, PF Challan generation through EPFO Site. PF Forms Form 2, Form 5, Form 19, Form 31, Form 10 C.
- PT -- Act in different state, Rules, Calculation, Challan generation.
- ESI -- Act, Employee benefits, Audit, Report. Form1, Form 6 Maharashtra Labor Welfare Fund, Form A-1 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
- Kinding a right job & support
- Linterview skill development
- Overall grooming self introduction, body language etc.
- Provide Certificate



In HR Field Our Journey since 2008 to Till Date



Training Methodology

- **4** 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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We are serving our clients from 11+ years





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