

HUMAN RESOURCE MANAGEMENT

CORPORATE TRAINING

30 – 40 HOURS COURSE

TABLE OF CONTENTS

- Recruitment, Selection process & Talent Acquisition
- HR Interviews & Salary negotiations
- Onboarding & Induction process implementation
- Probationary Confirmation
- Training & Development
- Compensation Benefit Design & Administration
- Provident Fund & Gratuity
- Payroll Management
- Employee Relations
- Employee Engagement & Welfare
- Performance Appraisal Management
- HRIS, HRMS & Employee File Management System (EFMS)
- Organizational Development & Hierarchy
- Grievance Handling
- Strategy implementations on Attrition & Retention
- Designing on HR Policies & Procedures
- Rewards & Recognitions
- Resource & Bench Management
- Separation or Exit Process
- Operations Management
- MIS Reports
- Post Process on Acquisitions and Mergers
- Industrial relation and Labor Laws
- CSR Activities

Note: Assignments, Presentations, Practice Sessions and some activities are included in each topic.

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