Online HR Generalist with Adv. MS Excel Practical Training Course (ISO Certified Institute)

Online HR Generalist Training is a valuable course for people who are interested in learning the practical aspects of human resource management in a short amount of time. This Online HR Practical Training Course is meant to help people who have yet to enter the corporate world and it is also for those who want to move their career forward in the corporate but have been unable to do so till now. We have the top-notch trainers who will help you to get well-versed with all aspects of HR by explaining concepts in a simple & understandable manner. You will always benefit a lot from this course, we are sure of that!!

Online HR Generalist Practical Training with Advanced Excel Course & Fee Structure -

Course Durations: 80 - 85 Hours with 3 - 4 Industry Experts for 1 to 9 Modules.
Deliver Method:
- ❖ Online Practical Sessions
- ❖ Skype software based classes for better comprehension.
- ❖ Handouts/Assignment
- ❖ Test Series
- ❖ Recorded Classes Session will be provided by Faculty.
- ❖ Highly friendly & responsible admin support.

Note: Classes are also available on Module basis.

Module 1 - Statutory Compliance

❖ **Employees' Provident Fund (EPF)**
  - ➢ Provident Fund Calculation
  - ➢ Pension Fund Calculation
  - ➢ Employees' Deposit Linked Fund
  - ➢ Interest
  - ➢ Penalty

  Workshop Session
  - ➢ Shram Suvidha Portal
  - ➢ Universal Account Number
  - ➢ Electronic Challan cum Return
  - ➢ AADHAAR Updation
  - ➢ PAN Updation
  - ➢ Bank details updation
  - ➢ Eligibility Register
  - ➢ Member Claim Forms

❖ **Payment of Bonus**
  - ➢ Bonus Calculation
  - ➢ Available Surplus
  - ➢ Allocable Surplus
  - ➢ Set-on & Set-off
  - ➢ Grievance by employee
  - ➢ Penalty

  Workshop Session
  - ➢ Bonus Calculation Sheet
  - ➢ Bonus Payment Registers & Records
  - ➢ Annual Return
  - ➢ Display

❖ **Employees' State Insurance (ESI)**
  - ➢ ESI Calculation
  - ➢ Interest & Penalty
  - ➢ Medical Benefit
  - ➢ Maternity Benefit
  - ➢ Funeral Expenses
  - ➢ Monthly Pension

  Workshop Session
  - ➢ Shram Suvidha Portal
  - ➢ Sub-Code Registration
  - ➢ E-Pehchan Card
  - ➢ Aadhaar Updation
  - ➢ Monthly Challan
  - ➢ Accident Register and Records
  - ➢ Declaration Form
  - ➢ Claim Forms

❖ **Payment of Gratuity**
  - ➢ Gratuity Calculation
  - ➢ Maximum Gratuity amount
  - ➢ Tax on Gratuity
  - ➢ Group Gratuity Policy

  Workshop Session
  - ➢ Nomination Forms
  - ➢ Gratuity Claim Form
  - ➢ Display

Module 2 - Compensation and Benefits

❖ **Payroll Management (On Excel and Cloud based Software with live access)**
  ➢ Components of Salary;

  ➢ Basic, HRA, DA, Conveyance, LTA, etc.

  ➢ Designing CTC, Gross Salary, Net Salary

  ➢ Overtime and Leave Encashment

  ➢ Labour Welfare Fund (LWF)

  ➢ Professional Tax (PT)

❖ **Income Tax & Investments**
  ➢ Income Tax calculation
  ➢ Rebate on Income Tax
  ➢ Calculation Surcharge
  ➢ Calculation of Education Cess, Health Cess
  ➢ Taxability of Allowances
  ➢ Tax Deduction on Investments
  ➢ Tax Deducted on Source (TDS) Certificate
  ➢ Investment Declaration Form

  Workshop Session (On Excel and Cloud based Software with Live Access)
  ➢ Attendance Sheet

  ➢ Leave Register

  ➢ Overtime Sheet

  ➢ Overtime Amount Sheet

  ➢ Salary Sheet

  ➢ Pay Slips,

  ➢ Full and Final Settlement

  ➢ EPF Report

  ➢ ESI Report

  ➢ LWF Report

  ➢ Professional Tax Report

  ➢ Live Cloud based Payroll Software

  ➢ Investment Declaration Form

  ➢ TDS Certificate (Form 16)

  ➢ Online ITR Filing

Module 3 - Advanced MS Excel with Lab Session

❖ HR Practical Session With Advanced MS Excel - Topics Covered

- ➤ CTC Worksheet

- ➤ Attendance Sheet:

- ➤ Leave Register:

- ➤ Salary Sheet:

- ➤ Pay Slip:

- ➤ ESI & EPF Report:

- ➤ LWF & PT Report:

- ➤ Bonus & Gratuity Calculation:

- ➤ Income Tax Calculation:

- ➤ Contract Renewal Schedule:

- ➤ **Basics:**
  - Reference, Filters (Basic, Advanced, Conditional), Sort (Ascending, Descending, Cell/ Font Color), Conditional Formatting, Data Validation, Group & Ungroup, Data split, Goal Seek
- ➤ **Mathematical Functions:-**
  - Sum, max, min, Sumif, Sumifs, Count, counta, Countif, Countblank, Average, Averagea, Subtotal, Round Roundup, Rounddown,
- ➤ **Lookup Functions:-**
  - Vlookup, Hlookup, Pivot Table,
- ➤ **Date & Time Function:-**
  - Day, Month, Year, Edate, Hour, Minute, Second, Today, Time
- ➤ **Conditional functions:-**
  - if, and, or, iferror
- ➤ **Text Functions :-**
  - Concatenate, Find, Len, Right, Left, Mid, Lower, Upper, Proper, Text, Trim,
- ➤ **Mail Merge : -**

Module 4- IR & Labour Law Compliance

Contract Labour (Regulation And Abolition) Act, 1970
- ➤ Objectives
- ➤ Applicability

Workshop Session
- ➤ Registration Process
- ➤ License Process
- ➤ Returns
- ➤ Facilities
- ➤ Registers and Records
- ➤ Display

❖ Factory Act, 1948
- ➤ Manufacturing Process
- ➤ Objective
- ➤ Scope
- ➤ Factory Definition

Workshop Session
- ➤ Registration and Licensing Procedure
- ➤ Administrative Setup
- ➤ Health related Provision
- ➤ Safety related Provision
- ➤ Welfare Relative Provision
- ➤ Working Hour of Adult Person
- ➤ Annual Leave with wage
- ➤ Employment of young person
- ➤ Annual & half Yearly Return
- ➤ Registers and Records

❖ Disciplinary Action/Termination/Misconduct
- ➤ What is Misconduct
- ➤ How to Draft Chargesheet/ Show cause Notice
- ➤ How to serve the Charge sheet
- ➤ Conduct the Domestic Inquiry
- ➤ What is suspense Allowance
- ➤ How to conduct Domestic Inquiry with Practical
- ➤ Termination

❖ Apprentices Act, 1961

- ➢ Objectives
- ➢ Contract of Apprentices
- ➢ Termination of Apprentices Contract
- ➢ Obligation of Employers toward an Apprentices
- ➢ Obligation of Apprentices
- ➢ Payment to Apprentices
- ➢ Health, Safety and Welfare of Apprentices
- ➢ Rules and Guideline

❖ Delhi Shops & Establishments Act, 1954

- ➢ Objectives
- ➢ Applicability
- ➢ Conditions of work

Workshop Session

- ➢ Registration
- ➢ Registers to be Maintained
- ➢ Display (Notice)

❖ Industrial Disputes Act, 1947

- ➢ Objective
- ➢ Scope

Keyword used

- ➢ Closer
- ➢ Conciliation Officer
- ➢ Industry Disputes
- ➢ Workmen
- ➢ Lockout

Retrenchment / Lay Off

- ➢ Retrenchment of workmen
- ➢ compensation and Condition
- ➢ Prior permission by the govt. for retrenchment, Lay off
- ➢ Compensation Prior permission for lay off
- ➢ Authorities under this Act, for Investigation and settlement of industrial Disputes

❖ SHWW Act ,2013

- ➢ What is sexual Harassment
- ➢ What is the workplace
- ➢ Aggrieved women
- ➢ Preventive Authorities
- ➢ Employer
- ➢ District officer (DO)
- ➢ Responsibility of the employer and Do Complaints Committees

Workshop Session

- ➢ Internal Complaints Committee (ICC)
- ➢ Local Complaints Committee (LCC)
- ➢ Redress of Sexual Harassment

Part 4.1 – Fully Practical Legal Calculations Class

- ➢ Calculation of Full and final settlement
- ➢ Calculations of Notice period
- ➢ Calculations of LTA
- ➢ Calculations of Medical Reimbursement
- ➢ Calculations of Man days for required of all returns like factory and contractor returns etc.
- ➢ Calculations of Attrition and issue &Control
- ➢ Calculations of absenteeism
- ➢ Calculations of suspension allowance
- ➢ Calculation of Overtime with new rule
- ➢ How to Draft the charge sheet in English for staff
- ➢ How to Draft the Charge Sheet In Hindi for worker

Part 4.2 - How to Get Registration with legal Authority

- ➢ Factory Registration/Licensing with full Procedure
- ➢ Contractor Registration/Licensing with Full Procedure
- ➢ Air & water NOC & Consent with Full Procedure
- ➢ Standing Orders Certification with Full Procedure
- ➢ Fire NOC with Full Procedure

Part 4.3 - HR Audit

- ➢ What is HR Audit
- ➢ Legal Compliance Audit
- ➢ HR Payroll Audit
- ➢ HR Policy Audit
- ➢ How to make the HR Audit Report?

Module 5 - Performance Management System

- Define Performance Management System
- Aligned with Organization Goal
- Band Structure formation in reference to PMS
- Distribution/ Mapping the KRA and KPI
- Competency Design as per Band and level
- Design a PMS level wise
- Reviews & Counseling by PIP (Performance Improvement Plan)
- Personal Development Plan and Review
- Presentation of Performance Management System
- Hierarchy Chart Design
- Draft and Design of Performance Appraisal Form

Workshop Session
- Role Play Model
- Case Study
- Collective Feedback Consolidation
- Negotiation at the time of increment or Hike
- Promotion and Appreciation Discussion

Module 6- Employee Relationship Management

- Core issues – Grievance Handling Procedure and Segmentation
- Career Development & Opportunities
- Stress Management & Recreational Facilities
- Involvement and Engagement
- Reward & Recognition
- Joining formalities
- Exit Interview and Retention Process
- Work-Life Balance and Employee Benefit Program
- Meeting Etiquette in Corporates

Workshop Session
- Communication Downward, Upward, Horizontal
- Gamification and Modern age engagement activity
- BE open to coach and mentor
- BE Open to new Idea and Initiative
- Human Resource Round Table
- Practical Role Play for Employee Relationship Building

Module 7 - HR Policies and Organization Development (Total Practical Workshop Session)
- Attrition Management
- Identify Policy Need
- Policy framework
- How to draft Policy? Design and standard format of policy
- Policy Communication to Employees
- Total 10 Policy Sample class for example Leave Policy, Meal & Conveyance Policy, IT Policy etc.

Module 8 - Training & Development
- Training Need Identification
- Training Budgeting
- Preparation of Training Calendar
- Training Feedback Analysis
- Competency Mapping

Workshop Session
- Training Module Design
- Case Study on Planning Training Program
- Need and Gap Analysis

Module 9 - Manpower Planning: Recruitment & Selection - (Total Practical Workshop Session)

- ➢ Recruitment & Selection Overview
- ➢ Manpower Planning and Requisition Process
- ➢ **Practical Session** of Sourcing through different Job Portals, social media.
- ➢ Screening & Short-Listing
- ➢ Retention Management
- ➢ Salary Negotiation
- ➢ Practical Talent Acquisition Candidate Coordination

HIGHLIGHT:-

◆ **80% Practical and 20% Theoretical Session.**

◆ **Govt. Portal, Salary (Cloud Based) Software with Live Access & Excel.**

◆ **PD Class + Interview Preparation & Resume Building.**

◆ **HR Course Recommended by All HR Heads.**

◆ **Real Learning on Live Projects of Clients.**

◆ **Get Trained from Industry Experts.**

◆ **Live Assignments & Case Studies & Role Play.**

◆ **Job portals, Payroll processing software and online challans.**

Please Find the Course Duration and Fees Details as below Next Page...

Classes and Course can be designed / Customized as per request.
Classes are available on weekdays and weekend.

Course Module	Complete Course Duration	Duration Weekdays (4 - 5 days in a Week)	Duration Weekend (Sat. & Sun)	Duration Weekend (Sunday)
M 1 - 2 (Statuary Compliance | Payroll)	35 Hours	1 Month	2 Months	4 Months
M 1 - 3 (Statuary Compliance | Payroll | MIS)	50 Hours	1.5 Months	2 Months	3 Months
M 1 - 4 (Statuary Compliance |Payroll| MIS | IR)	60 Hours	2 Months	4 Months	3.5 Months
M 5 - 9 (PMS | ERM | T&D | HR Policy | R&S)	25 Hours	1 Week	1 Month	2 Months
M 1 - 9 (Statuary | Payroll | Compliance | PMS | ERM | T&D | HR Policy | R&S)	80 Hours	4 Months	9 Months	12 Months

Thanks & Regards,
Talent Magnifier,