

Professional HR –IR Training By



2013-14

Who Should Attend? Fresh

Graduates & MBA's Recruiters

- ✚ looking for Core HR Job.
- ✚ Aspirants looking for Career Growth.
- ✚ Aspirants looking for Public Sector Jobs

Batch Schedules

- ✚ Week end Batch (Sat, Sun)
- ✚ Morning Batch
- ✚ Evening Batch
- ✚ Regular Batch
- ✚ Intensive Batch

Why HR Champions?

- ✚ You will be corporate preferred HR
- ✚ Industry expert Trainer's
- ✚ Real Time practical Exposure
- ✚ Professional Resume Writing
- ✚ Job Assistance

**Venue:
HR Champions**

**Behind Kirtilal Jewelers,
Near Rajbhavan Circle,
Phone : 7799768696**

Trainer: Srichandu M.B.A, Six sigma, C.C.B.M, Audit
7+yrs Industry Experience

Course Content

Recruitment - Selection	HR Operations	Admin Operations	Time Management	Payroll	Industrial Relations
<ul style="list-style-type: none"> Background History of Recruitment Definitions Difference B/W Recr & Selection Recruitment SOP Manpower Planning Recruitment Methods <ul style="list-style-type: none"> Traditional Modern Tips to select the candidate via telephone Tips to Recruit Talents Common Recruitment Mistakes Bad Recruitment Recruitment Job Description Recruitment KPIs Recruitment Analysis Recruitment weekly and Monthly Repots Recruitment Formulas Recruitment – Agreements Joining Formalities Forms and Formats Recruitment Jargon’s Recruitment Audit <p>✓ MCQ’S ✓ FAQ’s ✓ How to use portals</p>	<ul style="list-style-type: none"> Evolution of HRM Difference B/W <ul style="list-style-type: none"> PM Vs HRM PM Vs HRD HRM Vs HRD HRM Vs SHRM Types of Offer letters Types of Appointments Employee Bond Preparing Job descriptions Performance Appraisals <ul style="list-style-type: none"> Do’s and Don’ts Methods Probations and Confirmations Fixed term Contract Variable Pays Compensation and Benefits Management- Induction Code of Conduct Preparing of HR Manual Disciplinary Actions Exit Process-Procedure HR Formulas HR Audit HR Budgeting <p>Employee Relations</p> <ul style="list-style-type: none"> Employee Engagement E.S.T.R Employee Benefits <p>MIS Reports</p> <ul style="list-style-type: none"> HR MIS Attrition MIS Admin MIS Payroll MIS 	<ul style="list-style-type: none"> Check List House Keeping Security Vendor Agreements Inventory Control Admin Budgeting Facility Mgt. <p>:Other Services :</p> <ul style="list-style-type: none"> MCQs True and False QAs Resume Building Interview QA Mock Interviews Job Assistance Certification of Attendance Post Training Support Online 24Hrs services for queries <p>Question and Answers</p>	<ul style="list-style-type: none"> Time Management Duties and Responsibilities Types of Leaves Leave Rules Attendance Master Overtime Calculations Emp. Additions and Deletions Forms and Formats Reports – Daily Monthly Annually Disciplinary Actions 	<ul style="list-style-type: none"> Payroll Basics Types Employees Types of Wages Types of Piece wages Types of Payments Payroll – Management Salary Break-ups Salary – Components Salary Process Master sheet Preparation Deductions TDS – Calculations PT – Calculations Payroll Risks Payroll Audit Payroll Reconciliation Reports Pay slip Tax planning / declaration / deduction Forms and Formats <p>Payroll – Accounts</p> <ul style="list-style-type: none"> Reimbursements Local conveyance Joining/ relocation Late sitting expenses Purchase requisition & Order Payment to vendors Deputation Allowance Turnaround time for payments Leave Encashments <p>✓ <u>M</u> ✓ <u>CO’s</u> ✓ <u>FAQ’s</u></p>	<ul style="list-style-type: none"> History A.P Shops and Establishment Act P.F Act ESI Act Gratuity Act Bonus Act Contract Labor Act Employment Exchange Act Maternity Act Standing orders Act Factories Act <p>:Coverage :</p> <ul style="list-style-type: none"> ✓ Each Act Notes ✓ Each Act Process/Registrations ✓ Each Act Important forms/Formats ✓ Each Act Amendments ✓ Formulas ✓ Each Act FAQs ✓ Each Act MCQs <ul style="list-style-type: none"> Statutory Check List – Monthly-Yearly Industrial Relations Audit Disciplinary Procedures Warning Letters Show cause Notice Terminations
Assessment -01	Assessment -03	Assessment -05		Assessment -02	Assessment -04