

HR Course Content

Pre-requisite: Basic of HR

Human resources are responsible for recruiting, screening, interviewing and placing workers. They may also handle employee relations, payroll and benefits and training & coordinate the Management functions of an organization.

- **Recruitment** – Job Analysis, Sourcing, Screening, Interview, Feedback & Follow-up, Offer, Verification, Joining.
- **Induction**- Joining Formalities, Documentation, Introduction, Job role.
- **Company policies**
- **HR Policies**
- **Proposal & Mail Writing**
- **Tie-ups**
- **MOU** – Memorandum Of Understanding
- **MOM** – Preparation Of MOM , Moments Of Meetings
- **MRM** – Monthly Report Management / Marketing Report Management, Process.
- **SOP** – Standard Operating Procedure, SOP For Tasks, Process.
- **Reports** – Employees Reports, Formats, Analysis.
- **Payroll** – Components, Salary Structure, Employees Salaries, Wages, Payroll Calculation, PT/PF/ESIC
- **PMS** – Performance Management System, Formats, Process.
- **Audits** – Employees & Companies process in Audits.
- **Performance Appraisals & Evaluation** – Format, Process.