

Introduction

About Organization, Culture, Values and Human Resources

Module1: Recruitment & Selection

- Man Power Planning/Budgeting
- Creation of Job Description and Vacancy
- End to End recruitment Process (Screening, Recruitment, Shortlisting & Head Hunting)
- Interview Skills and How to conduct Interview
- Social Networks candidate searching option through Portal
- Naukri/Monster/Times Job/Indeed Portals Practical Usage

Module 2: HR Generalist & Legal compliance

- Joining Formalities and staffing Induction and Orientation
- HR documentation
- **Organogram / Reporting Matrix creation**
- Employee Relation Management
- Relieving procedure and full and final settlement
- Exit interview & Formalities
- Attrition Issues & Effective Relation Polices
- Effective Retention Polices
- HR Statutory Audits
- All other legal formalities for HR Professional
- SWOT Analysis

Module 3: TRAINING & DEVELOPMENT

- On what basis training is provided
- To whom the training is provided
- Training Need Analysis
- Training Module Design
- Preparation of Training Calendar
- Training Feedback Analysis
- Training Budgeting

Module 4: Compensation and Benefits Payroll Processing

- Attendance and Leave Management - CL, EL, SL, and ML
- The Pay Structure - Basic, HRA, DA & Conveyance, Medical Allowance, Lunch allowance etc
- ESIC, PF Calculations
- Calculation of Gross, Net Salary & CTC
- Preparation of Break up –Salary, Designing CTC and Salary Break up and discussion on Compensation and Benefit

Module 5: Tax Planning for Salaried Employees

- PT Slab Process
- TDS (Salaried Employees), TDS for Consultants and contractors etc.
- Slab Process of TDS
- Tax Exemptions under different sections

Module 6: Lab Session

- Employee Master creation and maintenance
- Salary/Wages preparation in Excel Sheet
- Statutory reports in Excel Sheet
- Pay Slips Preparation
- MIS Reports in Excel Sheet
- MIS presentations

Module 7: ORGANISATIONAL DEVELOPMENT

- What is OD?
- What is Employee Engagement?
- What is Employee Welfare?
- Why Policies, steps to frame Policy HR
- Making and Implementation of HR Policies and HR Manuals

Module 8: Disciplinary Action/Termination

- What is Disciplinary Action
- Definition of Misconduct/Violation of Code of Conduct
- Preparations of show cause notice/Charge Sheet
- Domestic inquiry
- Terminations
- Provisions

Module 9: Labor Laws

- Statutory act Procedure, forms, Format filling etc
- Factories Act 1948
- ESIC ACT – 1948
- PF ACT-1952
- Bonus ACT-1965

Module 10: Statutory Portals

- PF – UAN, Challan's, Employee transactions, reports
- ESIC – Code creation, Challan's, Employer transactions, reports
- PT – Payments, reports

Module 11: Performance Management System (PMS)

- Defining Key Result Areas (KRAs) & Key Performance Indicators (KPIs)
- Drafting Performance Measurement Matrix
- Performance Appraisals Process
- Bell Curve & Other trends of Performance Measurement
- Performance Analytics

Faculty Profile

The Top Experienced and Skilled Professional for Core HR, HR Analytics and Business Analytics in South India

Profile:

1. Passed out from Bharatiya Vidya Bhavans Public School.

2. Completed my post-graduation from University college of science from main campus Osmania university.

3. Completed healthcare and strategic Management from IIM Bangalore.

Professional Journey:

1. Cracked public service commission and served in elite forces NSG (Black Cat Commandos) and also as anti naxal team leader in Chhatisgarh in the rank of Addl.Sp

2. Served as chief protocol officer to chairman of GVK group.

3. Served as chief operating officer in Aster Ramesh group of hospitals.

4. Presently serving as CEO in Pranaam Healthcare.

Contact Details

Company : Ramit Solutions

Certification : Providing

Course : Core HR

Tenure : 40 days

Eligibility : Any Graduate & Above

Location : Ameerpet

Contact : -Swathi - 8309329496

- Kumar - 8019727924