



Human Resource Course Syllabus

- **1. Introduction to HR**

- What is Human Resource?
- How HR department works
- Roles & responsibilities of HR professional
- Why should a company hire HR professional?
- Understanding organization structure

- **2. Recruitment**

- Introduction to recruitment process
- Screening and shortlisting resumes
- Scheduling Interviews
- Communication with job seekers
- Job analysis & posting

- **3. Staff Management:**

- Understanding Staff release & resignation process
- Existing Staff management
- Training & development to staff

- **4. Payroll**

- Running payrolls

- Paying benefits & compensations
- Managing Employee referrals & performance
- Keeping staff records

- **5. Employee Hiring**

- Undertaking Employee/Contractor joining formalities
- Managing offer letters, resignation
- Finding talent in the market
- Understanding job portals & professional networks
- Performance appraisal
- Compensation & Incentives

- **6. Labour laws**

- What are Labour laws?
- Understanding Labour Laws