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