

Human Resources (HR) Training Program

Duration: 3 Months

Fees: ₹25,000

Mode: Online

Certification: HR Professional Certification

Program Overview

The Human Resources (HR) Training Program is designed to equip aspiring HR professionals with in-depth knowledge and practical skills in workforce management, talent acquisition, performance evaluation, compensation structuring, and compliance with labor laws. This program offers a comprehensive, hands-on learning experience with real-world case studies, role-playing exercises, and industry insights.

Module 1: Fundamentals of Human Resource Management

Objective: To provide a strong foundation in HR principles, covering key functions, recruitment strategies, and onboarding processes.

Topics Covered:

- **Introduction to Human Resource Management (HRM)**
 - Definition, scope, and importance of HRM
 - Evolution and emerging trends in HRM
 - HRM vs. Personnel Management
- **Key HR Functions**
 - Workforce Planning
 - Talent Acquisition and Retention
 - Employee Engagement and Experience
- **Recruitment and Selection Strategies**
 - Job analysis and description creation
 - Sourcing techniques: Job portals, social media hiring, and headhunting
 - Screening and shortlisting candidates
 - Conducting behavioral and situational interviews
- **Employee Onboarding & Retention Strategies**
 - Structured onboarding programs
 - Role of mentorship in onboarding
 - Employee motivation and engagement strategies
 - Retention techniques and career growth planning

Assessment:

- MCQs on HR fundamentals
 - Case study on talent acquisition
 - Mock interview sessions
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Module 2: Performance Management and Development

Objective: To equip students with tools to assess employee performance, conduct evaluations, and create training and development plans.

Topics Covered:

- **Understanding Performance Management**
 - Purpose and importance of performance appraisals
 - Performance management models: MBO, 360-degree feedback, OKRs
- **Setting Performance Standards**
 - Identifying Key Performance Indicators (KPIs)
 - SMART goal setting for employees
 - Developing role-specific performance metrics
- **Conducting Performance Evaluations**
 - Performance review processes and frameworks
 - Providing constructive feedback
 - Identifying and managing underperformance
- **Training and Development Planning**
 - Creating personalized employee development programs
 - Leadership and succession planning
 - Impact of Learning and Development (L&D) in organizations

Assessment:

- Role-playing exercises on conducting performance appraisals
 - Case study on performance improvement plans
 - Designing a training calendar for employees
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Module 3: Compensation and Benefits

Objective: To provide insights into salary structuring, incentive programs, and legal compliance in compensation management.

Topics Covered:

- **Salary Structures & Components**

- Basic salary, allowances, and deductions
- CTC breakdown and in-hand salary calculations
- Industry benchmarking for salary structures
- **Incentive and Reward Programs**
 - Performance-based bonuses and commissions
 - Employee Stock Ownership Plans (ESOPs)
 - Recognition programs and employee benefits
- **Legal Compliance in Compensation**
 - Overview of labor laws impacting compensation
 - Statutory compliances: PF, ESI, Gratuity, and Bonus Act
 - Gender pay gap and equal pay laws
- **Payroll Processing & Taxation**
 - Payroll cycles and components
 - TDS deductions and tax exemptions
 - Payroll automation tools and software

Assessment:

- Real-world case studies on compensation strategies
 - Mock payroll calculation exercises
 - MCQs on labor laws and compliance
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Module 4: Employee Relations and Compliance

Objective: To provide a deep understanding of labor laws, conflict resolution strategies, and workplace culture development.

Topics Covered:

- **Labor Laws and Workplace Policies**
 - Key labor laws in India (Industrial Disputes Act, Shops & Establishment Act)
 - Employment contracts and termination policies
 - Anti-harassment and workplace safety policies
- **Conflict Resolution & Employee Grievance Handling**
 - Identifying workplace conflicts and their causes
 - Conflict resolution models (Thomas-Kilmann Model)
 - Handling employee grievances and disciplinary actions
- **Building a Positive Workplace Culture**
 - Role of HR in fostering diversity and inclusion
 - Employee engagement and mental well-being initiatives
 - Ethical considerations in HR

- **HR Technology and Digital Transformation**
 - HR software for compliance tracking
 - Artificial Intelligence (AI) in HR
 - Future trends in HR tech

Assessment:

- Role-play on handling employee grievances
 - Drafting HR policies for a startup
 - Final case study: Designing an employee engagement strategy
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Program Benefits

- ✓ **Comprehensive Learning** – Gain expertise in core HR functions, performance management, compensation structuring, and compliance.
- ✓ **Practical Training** – Real-world case studies, role-playing exercises, and hands-on learning.
- ✓ **Certification** – Earn an **HR Professional Certification** from **Mackinlay Learning Hub**, adding credibility to your résumé.
- ✓ **Placement Assistance** – Access to internships and job placement support through university tie-ups.

Kickstart your HR career with this **industry-focused** training program and elevate your expertise in **human resource management**!