

Human Resource Generalist



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About Relevel by Unacademy

The coming decade is one of immense **opportunity for India** with a majority of our population under the age of 35 and the growing proliferation of global technology.

For a long time, India was known as the land of outsourced opportunities. The past decade however has shown that **Indians can build global products and businesses**. This is expected to grow manifold in the coming years provided we solve for one crucial element - **skilled talent**.

Today, there is a massive divide between aspirants looking for the **right opportunities** on one side, and companies vying for the best talent on the other. Historically exposure to opportunities has been defined by one's college, degree, or who they already knew in the industry. The events over the last year have only made the situation worse.

We believe it is high time that this changes for good! We believe that hiring should depend only on your capabilities and skills, not your college degree.

Being India's **Largest Learning Platform**, democratizing knowledge and access is a core tenet of the **Unacademy Group**. We are now extending that to opportunities through Relevel by leveling the playing field for millions of Indians. We imagine a future where candidates have a transparent path to the **career of their dreams**.

At Relevel, we believe **your history doesn't matter. Your skills do**. Your network doesn't matter. You do!

All the best. We know you can crack it!

Why become an HR Generalist?

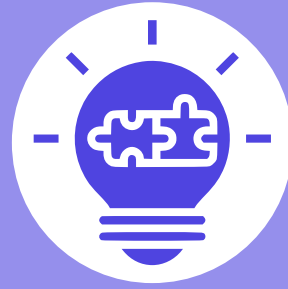
As an HR Generalist, you get the opportunity to contribute to your organization's success by deeply analyzing the talent requirements and building scalable human resource practices to achieve the same. It's a career where each day brings unique challenges and new ways to put your human resource management skills into practice for the long-term success of the company and its employees.

- **Dynamic Responsibilities:** Being the first point of contact for all employee-related issues, be it any department, an HR Generalist is responsible for impactfully safeguarding and streamlining human capital management practices, thereby helping business departments attain or accomplish perfect execution of their strategies while upholding employee experience, satisfaction, and morale.
- **Enormous Demand:** The decisions of an HR professional majorly influence the image, productivity, growth & efficiency of a firm. HR Generalists are the sole custodians for building a safe, healthy, stress-free, yet competitive & credible work environment for the employees and aiding them in achieving their individual career goals. Hence, companies across industries require such talent, owing to the huge demand for HR Generalists in the market.
- **Growth Potential:** The average starting salary of an HR Generalist in India is INR 5 LPA. Moreover, the top 10% earn more than INR 15 LPA.

Why Relevel Courses?



180 hours of Live Learning



30+ Live Business Cases



Learn from the best in the industry



1:1 Placement Mentoring



Monthly tests with Projected Relevel Test scores



Merit-based Scholarships

Learn: The Relevel Way



Doubt Solving Sessions

Weekly educator-led doubt solving sessions along with Teaching Assistant-led doubt solving sessions 4-5 times a week ensure that your understanding is crystal clear.



Quizzes & Assignments

Real learning happens only when we practice. Specially curated quizzes after each session for a life-long learning experience.



Fortnightly Proctored Tests

Track how far you have come along in your endeavour to learn through these fortnightly tests.



Dedicated Success Managers

To help you reach that finish line, and anything that comes enroute this journey.

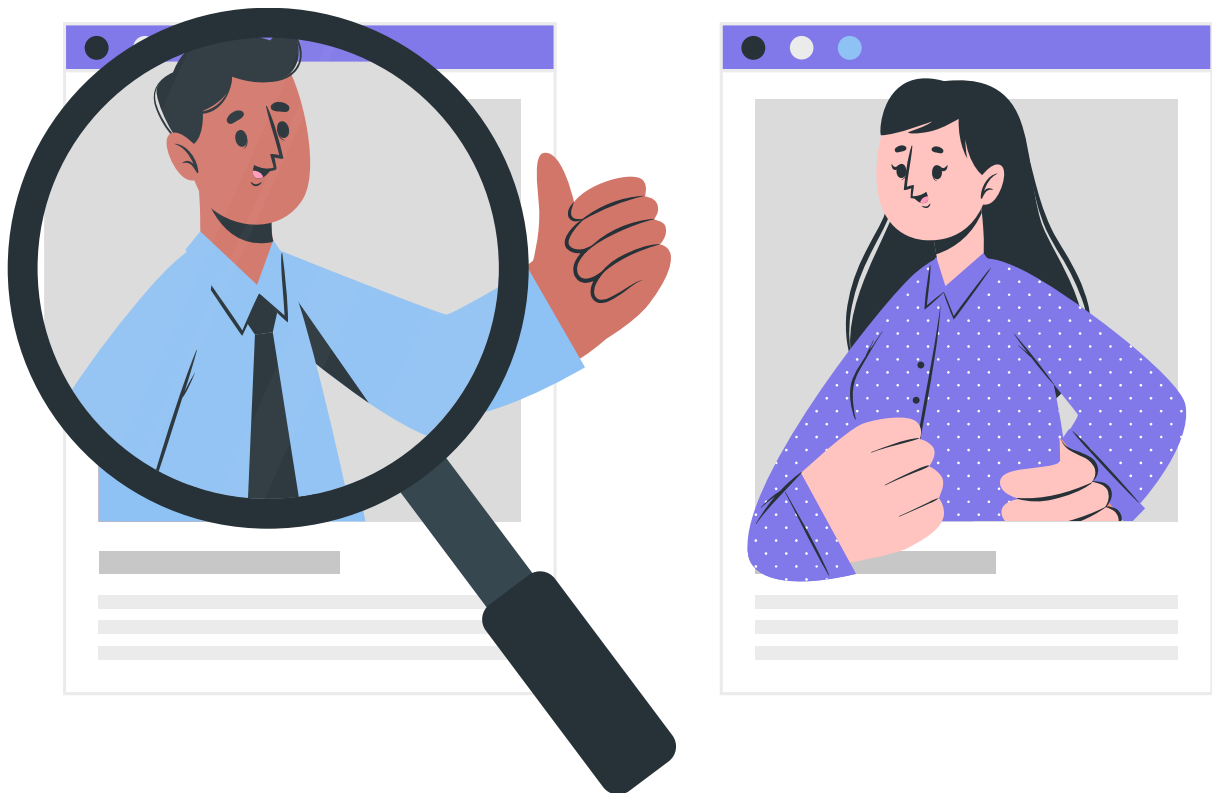


Community Access

Learning by sharing. Connect with your peers and achieve your goals together.

Is this for You?

If you're looking to start your career as an HR Generalist, or pick up the necessary skills, you have come to the right place!



Classes by Experts



Surbhi Jain
HR Business Partner



Amrit Bagga
Human Resources-senior analyst



Pallavi C
Hr Business Partner



Rohan Gupta
Director & Lead, People Capability -
Awareness & Adoption



Kiran Derle
Aptitude Trainer, Online Educator



Shalini Saha
Corporate Trainer

Learn from Industry Leaders



Roopesh Kumar
Global HR Business Partner



Sonal Mishra
HR Digital Transformation

Curriculum Snippet



Module 1

Verbal Ability

1 week

Improve your English language proficiency and writing skills to be able to clear any HR Generalist interview.

Module 2

Organizational Behaviour

1 week

- Fundamentals of Organizational Behaviour, Individual Attitudes, Values, and Personality
- Employee Motivation and Methodologies to Develop High Performing Teams
- Understanding Group Dynamics and Effective Handling of Organizational Conflicts
- Organizational Structure, Design and Change Management

Module 3

MS Office - Excel & PowerPoint

1 week

Develop hands-on experience with respect to the basic tools that are widely used in the industry to analyse as well as interpret data.

Module 4

Employer Branding

1 week

- Fundamentals of Employer Branding in a Digital Economy and Elements of Building a Careers Site
- Understanding Employer Branding Channels & Content Marketing Methodologies
- Creating Employer Branding Campaigns on Social Media/ Recruitment Platforms and Measuring Success
- Understanding Applicant Personas and Impactfully Pitching the Value Propositions (Tech and Non-Tech hiring)

Module 5

Business Communication

1 week

- Essentials to Write Impactful Emails- Fundamentals and Best Practices
- Stakeholder Persona-Specific Communication Best Practices- Verbal and Non-Verbal
- Different Kinds of Emails that an HR Generalist Writes to Multiple Stakeholders
- Email Templates that are Commonly Used by HR Generalists

Module 6

Talent Acquisition

1 week

- Manpower Planning- Identifying the Right Headcount and Requirement Gathering from Business
- Job Analysis, JD Preparation and Defining Selection/ Evaluation Criteria for Tech and Non-Tech Hiring
- Lead Generation Channels and Best Practices to Create an Effective Funnel
- Communication, Objection Handling and Negotiation Best Practices

Module 7

Data Interpretation & Reasoning Ability

1 week

Understand how to read datasets and draw underlying conclusions that help in analytical decision making. In addition, improve your ability to solve logical puzzles that frequently appear in the aptitude rounds of HR Generalist interviews.

Module 8

Managing Employee Lifecycle- Hire to Retire

1 week

- Understanding Employee Lifecycle Stages and Onboarding Best Practices
- Deep Dive: Understanding Salary Break Ups, Tax Declarations, Flexible Benefits Plan, EPF, ESI and Gratuity
- Designing a Checklist for Employee Onboarding and Delivering Impactful Presentations
- Employee Engagement, Controlling Attrition and Retention Management

Module 9

Logical Reasoning and Decision Making

1 week

Learn how to handle conflicting business situations that demand unbiased judgement and deep emotional intelligence.

Module 10

Industrial Relations and Labour Laws

1 week

- Principles of IR Practices in HRM- Scope, Objectives, Frameworks and Best Practices
- Stakeholders Involved in IR- Trade Unions, Top Management and Governments
- Industrial Disputes- Causes, Effects, Mitigation Strategies, Grievances Handling and Redressal
- HR-Specific Labour Laws Relevant in the Indian Ecosystem

Module 11

Soft Skills, Interview Training and Personality Development

1 week

Develop a head-turning personality and learn how to effectively communicate in a professional setting, thereby leaving a lasting impression in the minds of interviewers and eventually business stakeholders. This module will focus on building your Soft Skills & Personality via engaging activities such as Group Discussions, Extempore, Public Speaking rounds, Live Debates between participants, etc.

Module 12

Performance Management & T&D

1 week

- Measuring Employee Performance and Designing KPI/ KRA Based Reward Structures
- How to Design Pay Structures and Non-Monetary Employee Benefits
- Performance Counselling and Employee Conflict Resolution Techniques
- Training Methodologies for Human Resource Development

Module 13

Practice Module

1 week

We will focus on solving typical email writing and interview specific questions/ case studies that appear in the Relevel Test.

Industry Specific HR Projects

Use your learnings to solve talent areas of major companies.

Project 1

Building a Talent Dashboard

Build a talent dashboard to measure the KPIs of Business Development Executives of the Inside Sales Team at Unacademy



Project 2

Email Template Repository for Seamless Communication with Stakeholders

Build e-mail templates that are commonly used by HR Generalists to interact with multiple stakeholders including but not limited to C-suite, candidates, internal employees and labour union and recruitment partners



Project 3

Employer Branding

Develop an Employer Branding strategy for CRED and create an impactful communication pitch deck for Tech Hiring



Project 4

Building Talent Pipeline

Analyze the Job Requirements for the role of Engineering Manager at Swiggy and build an effective sourcing strategy



Placement and Career Support

With Relevel, you can now get a job in three simple steps



Qualify the Relevel HR Generalist Test



Interview with a minimum of 5 companies



Receive an offer within 15 days!

paytm

yatra

CRED

meesho



shaadi.com

upGrad

Groww

GRAPHY

Course Details



Duration of the Course

3 months



Commitment Required

15 hours in a week



Course Fee

INR 25,000/-

What are you waiting for?

[Enroll Now](#)