**Human Resource**

**Month 1: Fundamentals of HR Management**

Week 1: Introduction to Human Resource Management

* Overview of HRM functions and responsibilities
* The strategic role of HR in organizations
* Current trends and challenges in HRM

Week 2-3: Recruitment and Selection

* Job analysis and design
* Recruitment strategies and channels
* Interviewing techniques and candidate assessment

Week 4-5: Employee Relations

* Building positive employee relations
* Conflict resolution and grievance handling
* Employee engagement and satisfaction

Week 6: Performance Management

* Setting performance expectations and goals
* Performance appraisal methods
* Providing constructive feedback and coaching

**Month 2: HR Development and Legal Compliance**

Week 1-2: Training and Development

* Identifying training needs
* Designing and delivering training programs
* Talent development and succession planning

Week 3-4: Compensation and Benefits

* Designing competitive salary structures
* Employee benefits and perks
* Legal considerations in compensation

Week 5: Legal Compliance in HR

* Understanding employment laws and regulations
* Compliance with labor standards
* Workplace diversity and inclusion

Week 6: HR Metrics and Future Trends

* Key HR metrics and analytics
* Using data for decision-making in HR
* Emerging trends in HR management