



Mastering HR: Your Path to a Dynamic Career

Unlock your potential in Human Resource Management with our comprehensive 3-month program, designed to equip you with the practical skills and strategic insights needed to excel in today's rapidly evolving workforce. Ready to transform your career?

Program Overview

Build Foundational HR Expertise

1

Structured Learning

2 Months Online focused on core concepts and theoretical understanding.

2

Practical Application

1 Month Offline dedicated to hands-on project work and industry immersion.

3

Comprehensive Skills

Covering talent acquisition, employee lifecycle, performance, HR tech, labor laws, ethics, and DEI.

This program culminates in a real-world project: designing a recruitment pipeline for a startup, ensuring you gain practical, job-ready skills.

Strategic HR & Talent Acquisition

Month 1: HR Fundamentals

- **Week 1:** Introduction to HRM & Strategic Role of HR
- **Week 2:** Talent Acquisition & Recruitment (Planning & Sourcing)
- **Week 3:** Talent Acquisition & Recruitment (Selection & Offer)
- **Week 4:** Employee Lifecycle & HR Policies (Onboarding & Data)



From Planning to Onboarding

01

Workforce Planning & JD Creation

Forecast HR needs, conduct job analysis, and draft compelling Job Descriptions (JDs) crucial for effective recruitment.

03

Screening & Interviewing

Develop expertise in resume screening, phone interviews, and advanced techniques like behavioral and situational interviews. Understand legal and ethical considerations.

02

Sourcing & Employer Branding

Explore various sourcing channels from job boards to professional networks, and master strategies for building an attractive employer brand.

04

Offer Management & Onboarding

Learn to craft and extend job offers, negotiate, and design effective onboarding processes, including pre-boarding and first 30/60/90 days.

Hands-on exercises include drafting sample JDs, practicing resume screening, and outlining onboarding plans.

Employee Management & HR Tech



Month 2: Employee Management

- **Week 5:** Compensation, Benefits & Retention
- **Week 6:** Performance Management & Appraisal Systems
- **Week 7:** HRMS Tools & HR Analytics (Zoho People, Keka intro)
- **Week 8:** Labour Laws, Ethics & DEI in HR

This month covers critical aspects of employee lifecycle management, performance systems, and the crucial role of HR technology, alongside vital legal and ethical considerations.

Optimizing Performance & Compliance

Compensation & Benefits

Understand wage administration, pay structures, and legal requirements. Explore comprehensive employee benefits and retention strategies like career development and work-life balance initiatives.

Performance Management

Master the performance management cycle, including goal setting, feedback, coaching, and appraisal methods like 360-degree feedback. Address legal and ethical issues such as bias.

HRMS & Analytics

Familiarize yourself with HR Management Systems (HRMS) like Zoho People and Keka. Learn to use HR analytics for data-driven decision-making, covering metrics like turnover rate and time-to-hire.

Labor Laws & DEI

Grasp general principles of key labor laws, employment contracts, and non-discrimination. Discuss HR ethics, confidentiality, and strategies for fostering Diversity, Equity, and Inclusion (DEI) in the workplace.

Role-play scenarios, metric calculations, and ethical dilemma discussions will solidify your understanding.

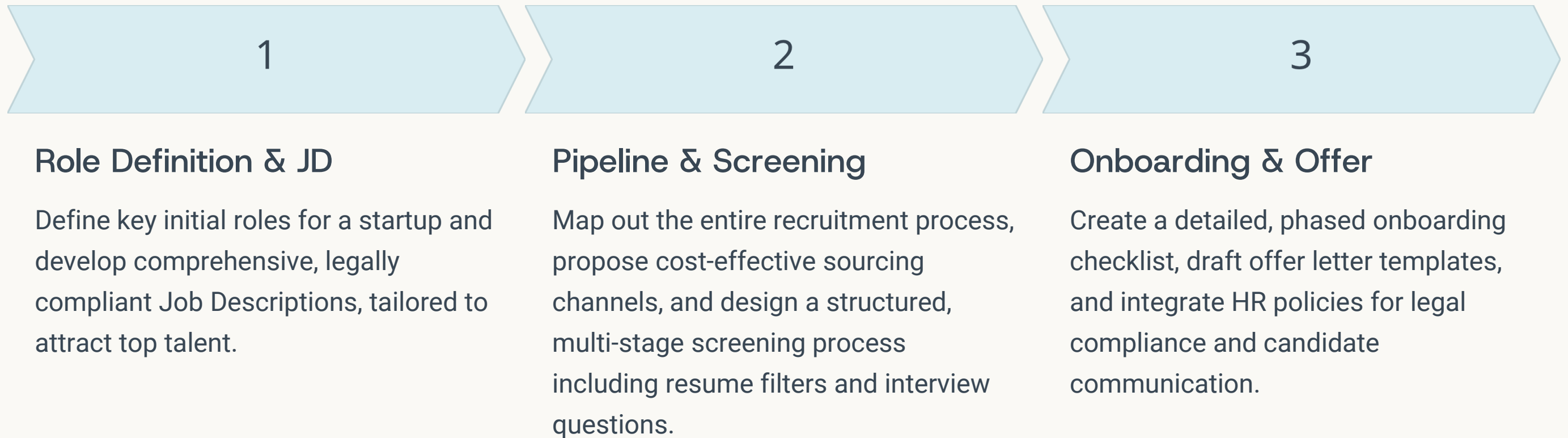
Capstone Project: Startup Recruitment Pipeline

Month 3: Capstone Project

- **Week 9:** Project Kick-off & JD Creation
- **Week 10:** Designing Recruitment Pipeline & Screening
- **Week 11:** Onboarding Checklist & Offer Management
- **Week 12:** Project Showcase & Career Launchpad



Designing for Startup Success



You'll engage in intensive JD drafting, recruitment process flowcharting, and developing detailed screening criteria.

Showcase Your Expertise

Final Project Presentation

Teams will present their complete recruitment pipeline, including startup profiles, detailed JDs, process flows, sample interview questions, and comprehensive onboarding checklists.

Professional Documentation

Prepare a professional HR process document, compiling all developed JDs, process flows, checklists, and templates.



Your Future in HR Starts Here

1

Workshops

Attend specialized workshops on resume building, portfolio creation, LinkedIn optimization, and networking strategies tailored for HR roles.

2

Mock Interviews

Participate in mock technical and behavioral interviews focusing on HR functions, recruitment strategies, and project-specific problem-solving.

3

Networking

Connect with industry professionals, recruitment agencies, and startup founders through dedicated networking sessions.

The program concludes with a graduation ceremony and certification, marking your readiness to embark on a successful career in HR.