

## **HR CAREER PROGRAM (12 WEEKS)**

- Week 1: Introduction to HR
- Week 2: HR Fundamentals
- Week 3: Recruitment Process
- Week 4: Talent Acquisition
- Week 5: Interview Techniques
- Week 6: Employee Onboarding
- Week 7: HR Operations
- Week 8: Payroll Basics
- Week 9: Employee Lifecycle Management
- Week 10: HR Policies & Compliance
- Week 11: HR Tools & Reporting
- Week 12: HR Interview Preparation