



90-Day HR Basic Career Program

Build a Strong Career in Human Resources



DURATION

12 Weeks



FOCUS

100% Job-Oriented



SUITABLE FOR

Entry-Level HR

Perfect for:

Final-year college students, fresh graduates, and career switchers
Ready to start your HR career journey



Launch Your HR Career in Just 90 Days

Why This Course?

We understand the challenges faced by HR aspirants in today's competitive landscape

❗ Common Problems Faced by HR Aspirants

No Practical HR Exposure

College education lacks real-world HR process understanding

Lack of Understanding of Real HR Processes

No clarity on day-to-day HR operations and workflows

Poor Interview Readiness

Unprepared for HR-specific interview questions and scenarios

Confusion About HR Roles

Unclear about different HR roles and career paths available



↗ How We Solve These Problems

Our program is designed with a **practical, HR-focused approach** that transforms you into an HR-ready professional:

- ✓ Hands-on training with real HR processes and documentation
- ✓ Mock HR interviews with expert feedback and guidance
- ✓ Exposure to actual HR tools and systems used in companies
- ✓ Daily practical exercises and real-world HR case studies
- ✓ Clear understanding of HR roles and career progression
- ✓ End-to-end HR lifecycle training from recruitment to exit

Ready to Start Your HR Career?

Join our specialized HR training program today

Program Highlights

Everything you need to become an HR-ready professional

Your Complete HR Career Transformation Package



90 Days Intensive HR Training

Comprehensive HR curriculum covering all essential functions



Industry-Relevant HR Curriculum

Learn real HR processes used in top companies



Small Batch Size

Personalized attention and guidance for every student



Practical HR Case Studies

Real-world HR scenarios and problem-solving exercises



Hands-On HR Documentation

Practice with actual HR forms, policies, and templates



Mock HR Interviews

Multiple practice sessions with industry expert feedback



Resume & LinkedIn Support

Professional HR profile building and optimization



Job Assistance

Dedicated placement support for HR roles



Real HR Tools & Processes

Exposure to HRMS, payroll systems, and recruitment tools

90

Days to HR Ready

100%

Practical HR Training

5+

HR Career Paths

Detailed Course Curriculum

12 weeks of structured HR training with day-wise learning path



Your 90-Day HR Journey - Part 1

Weeks 1-6: HR Fundamentals & Recruitment

Week 1 5 Days

Introduction to HR & Corporate Environment

- 1 What is HR and HR roles overview
- 2 Corporate culture and organizational structure
- 3 HR ethics and professionalism
- 4 HR career paths and growth
- 5 Introduction to HR policies

Week 2 5 Days

HR Fundamentals

- 1 Core HR functions
- 2 HR lifecycle overview
- 3 Employee records and documentation
- 4 HR compliance basics
- 5 Practical HR case discussion

Week 3 5 Days

Recruitment Basics

- 1 Recruitment process overview
- 2 Job description and requirement analysis
- 3 Sourcing candidates (job portals & referrals)
- 4 Resume screening techniques
- 5 Recruitment workflow practice

Week 4 5 Days

Interview Process & Coordination

- 1 Interview types and formats
- 2 Interview scheduling and coordination
- 3 Interview evaluation basics
- 4 Candidate communication and follow-ups
- 5 Mock interview coordination practice

Week 5 5 Days

Talent Acquisition Essentials

- 1 End-to-end hiring process
- 2 Employer branding basics
- 3 Hiring metrics and reports
- 4 Recruitment challenges and solutions
- 5 Practical TA scenarios

Week 6 5 Days

Employee Onboarding

- 1 Pre-onboarding process
- 2 Joining formalities and documentation
- 3 Orientation programs
- 4 HR coordination during onboarding
- 5 Onboarding checklist preparation

Detailed Course Curriculum

Advanced HR skills and job readiness training



Your 90-Day HR Journey - Part 2

Weeks 7-12: HR Operations & Job Readiness

Week 7 5 Days

HR Operations

- 1 HR operations overview
- 2 Attendance and leave management
- 3 Employee data management
- 4 HR MIS basics
- 5 HR operations case studies

Week 8 5 Days

Payroll Basics

- 1 Salary structure components
- 2 Payroll process overview
- 3 Statutory deductions (PF, ESI – basics)
- 4 Payslip understanding
- 5 Payroll calculation practice

Week 9 5 Days

Employee Lifecycle Management

- 1 Employee engagement basics
- 2 Performance management overview
- 3 Grievance handling
- 4 Employee exit process
- 5 Full lifecycle case study

Week 10 5 Days

HR Policies & Compliance

- 1 HR policy framework
- 2 Code of conduct
- 3 POSH awareness
- 4 Labor law basics (intro level)
- 5 Policy drafting exercise

Week 11 5 Days

HR Interview Preparation

- 1 HR resume building
- 2 HR interview questions (freshers)
- 3 Practical HR scenario questions
- 4 Mock HR interviews
- 5 Feedback and improvement

Week 12 5 Days

Job Readiness & Placement Support

- 1 Final HR skill assessment
- 2 Interview scheduling support
- 3 Career guidance for HR roles
- 4 Corporate onboarding readiness
- 5 Placement support and next steps

Complete HR Learning Journey

12

Weeks

60

Training Days

10+

HR Functions

100%

HR Focused

Tools & Certifications

Master essential HR tools and earn valuable certifications



Master Real HR Tools

Get certified and HR-ready

HR Tools You'll Master



HR Process Documentation

Master HR forms, templates, and documentation standards



Recruitment Portals

Learn to use Naukri, LinkedIn Recruiter, and job boards



HRMS Systems

Hands-on practice with HR Management Systems



Payroll Software

Understanding payroll processing tools and systems



Excel for HR

HR data management, tracking, and reporting in Excel



Communication Tools

Professional email and workplace communication platforms

Certifications You'll Earn



HR Process Training Certificate

Certification validating your understanding of core HR processes



Payroll Basics Certificate

Demonstrate your knowledge of payroll fundamentals



Course Completion Certificate

Official certificate for the 90-Day HR Basic Career Program

Why HR Certifications Matter

-  Stand out in HR job applications with recognized certifications
-  Enhance your HR resume with valuable credentials
-  Prove your practical HR knowledge and readiness
-  Gain confidence in HR interviews and assessments

Career Opportunities

Launch your career in high-demand entry-level HR roles



Multiple HR Career Paths

Entry-level to specialist HR roles

HR Executive

Handle end-to-end HR operations and employee lifecycle management

SKILLS:

- HR Operations
- Documentation
- Employee Relations
- Compliance

₹ ₹2.5L - ₹4.5L per annum

HR Recruiter

Source, screen, and hire candidates for various positions

SKILLS:

- Recruitment
- Sourcing
- Screening
- Coordination

₹ ₹3L - ₹5L per annum

Talent Acquisition Coordinator

Support the hiring process and candidate coordination activities

SKILLS:

- Coordination
- Communication
- Job Portals
- Scheduling

₹ ₹2.8L - ₹4.8L per annum

HR Operations Executive

Manage HR operations, payroll support, and employee data

SKILLS:

- HR Operations
- Payroll
- HRMS
- Data Management

₹ ₹2.5L - ₹4.5L per annum

HR Assistant

Support HR team with administrative and operational tasks

₹ ₹2.2L - ₹4L per annum



Where You Can Work

IT & Tech Companies

Consulting Firms

Manufacturing Units

BFSI Sector

Healthcare Industry

E-commerce Platforms

Startups & Scale-ups

Retail Chains



Ready to Launch Your HR Career?

Don't let another opportunity pass by. Start your journey to a successful HR career today!

Why Enroll Now?



Start in 90 Days

Launch your HR career in just 3 months



Limited Seats

Small batches for personalized HR training



Job Assistance

Dedicated HR placement support



Practical Training

Real HR processes and case studies

How to Enroll

1 Visit our website or contact us

2 Speak with our HR career counselor

3 Choose your batch timing

4 Complete enrollment process

5 Start your HR career journey!

Get Started Today!

Limited seats available - Secure your spot now



Visit Website
www.thinkhigh.in



Call Us
8699957675



Email Us
info@thinkhigh.in



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Don't Wait - Your HR Future Starts Now!

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Limited Time Offer

Early bird discount available - Contact us for details!