



**BOOK MY
SHIKSHA**

HR-Management with BookMyShiksha

Placement Assistance
100% Internship Gurranty



ISO 2001:2008 CERTIFIED COMPANY

bookmyshiksha.com



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Be visual among the crowd





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when the going gets tough, the tough get going" these quotes changed my life and since that day I dedicated my life towards a vision of creating and helping others to grow.

I as an entrepreneur believe in thinking out of the box and helping others to join me to jump out of this so-called rat race.

BookMySiksha believes in building a community that grows together, shares each other knowledge, and works as a team. we are not just any institute we are gurukul of wisdom, integrity, and knowledge.

BookMySiksha and their unbeaten path

we believe in going out of our way to help students to achieve and convert their reality into a dream. we not only hold your hand on the road to glory, but we also plunge into the pool of knowledge and swim across the end together.

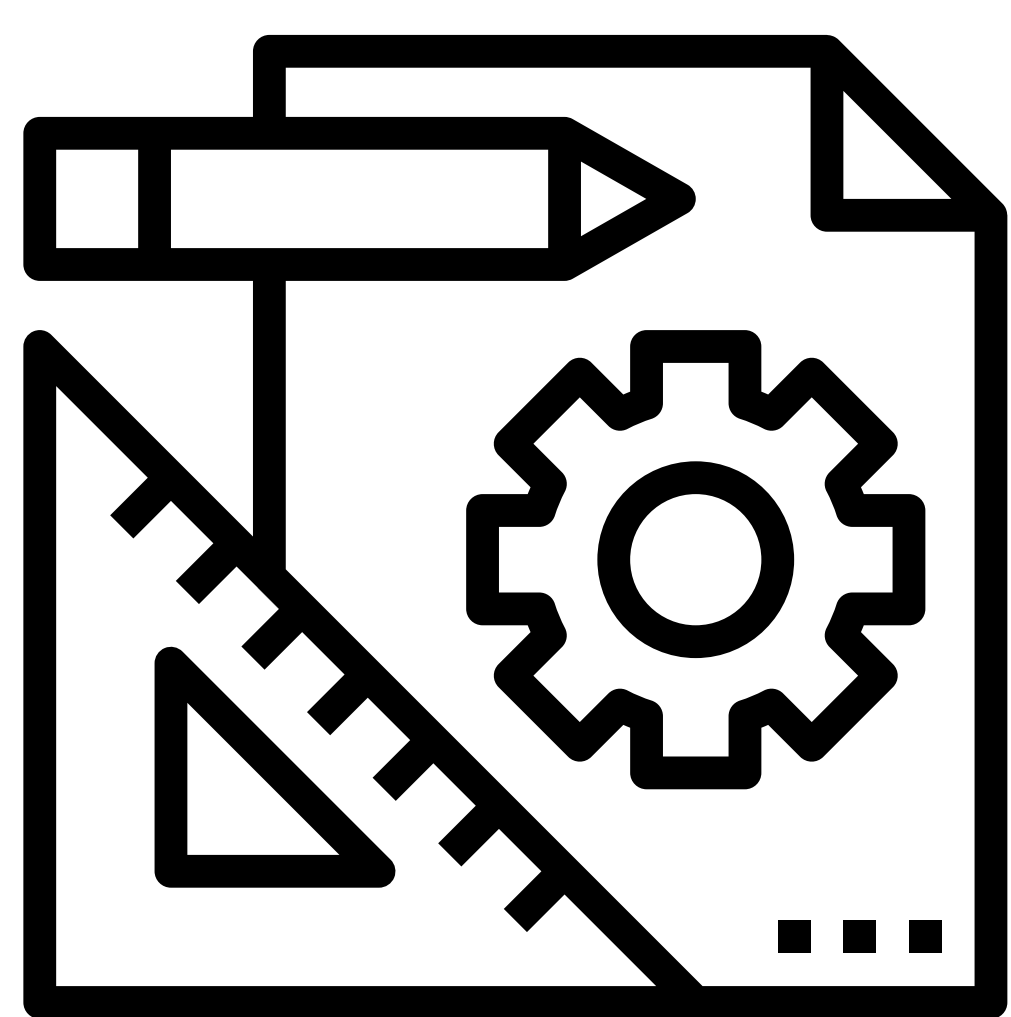
we provide our students an opportunity to use real life scenarios and help them to implement the case study which they did during their training period.

we also help our students to interact with our alumni placed in various reputed companies to increase their connectivity with the industry furthermore we also put students in live projects to to grow their skillset.

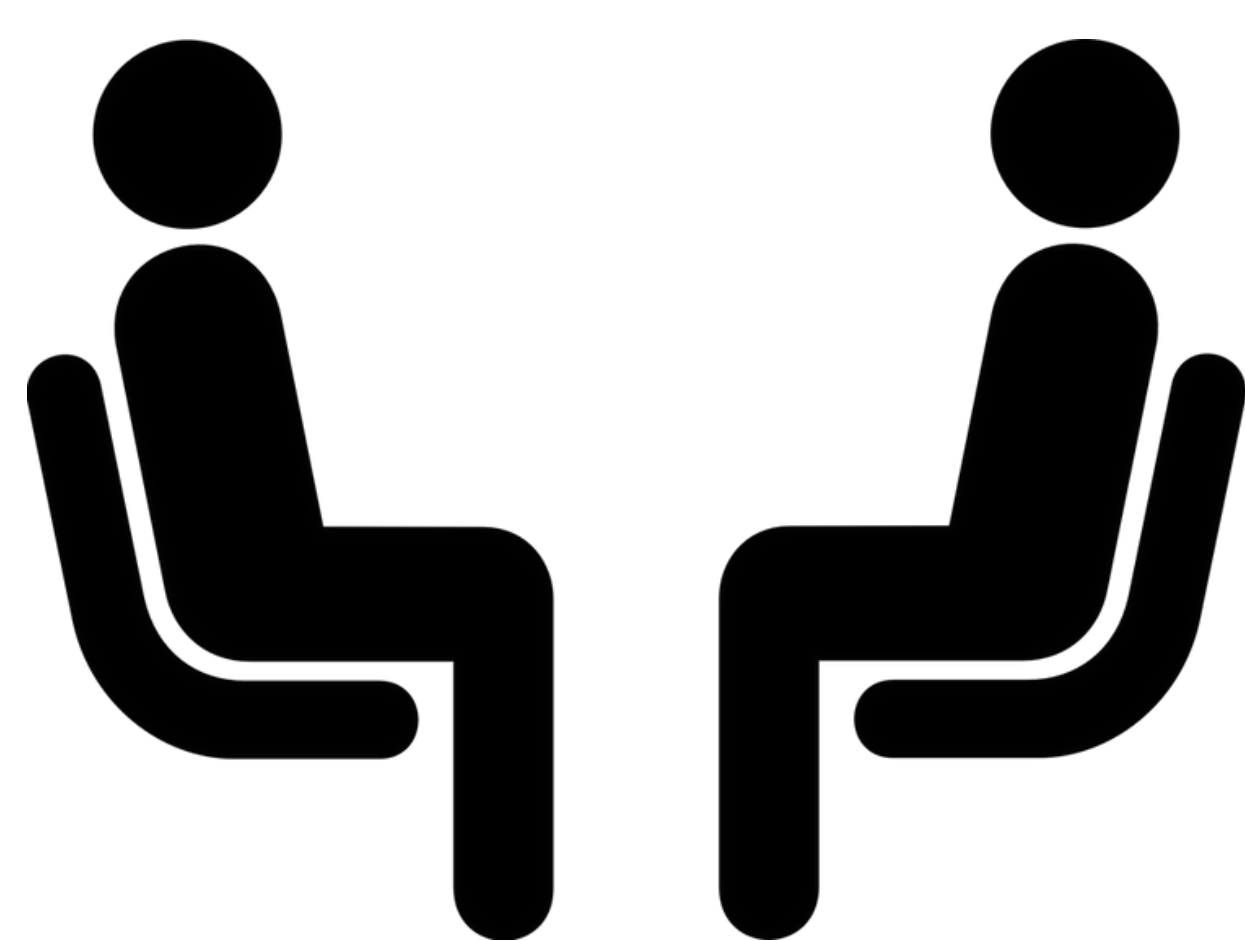


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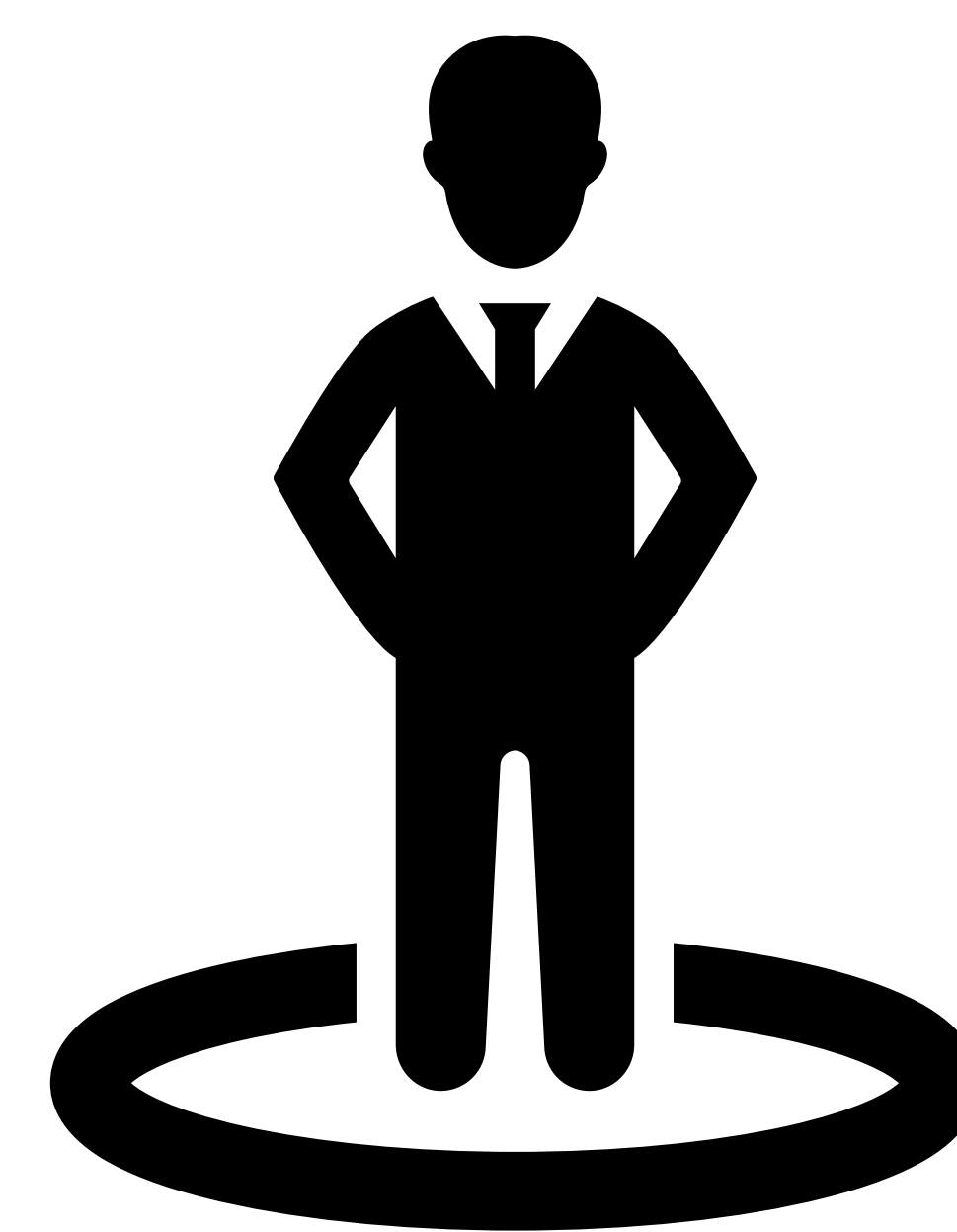
Why we stand out



**Live
projects**



**Interview
preparation**

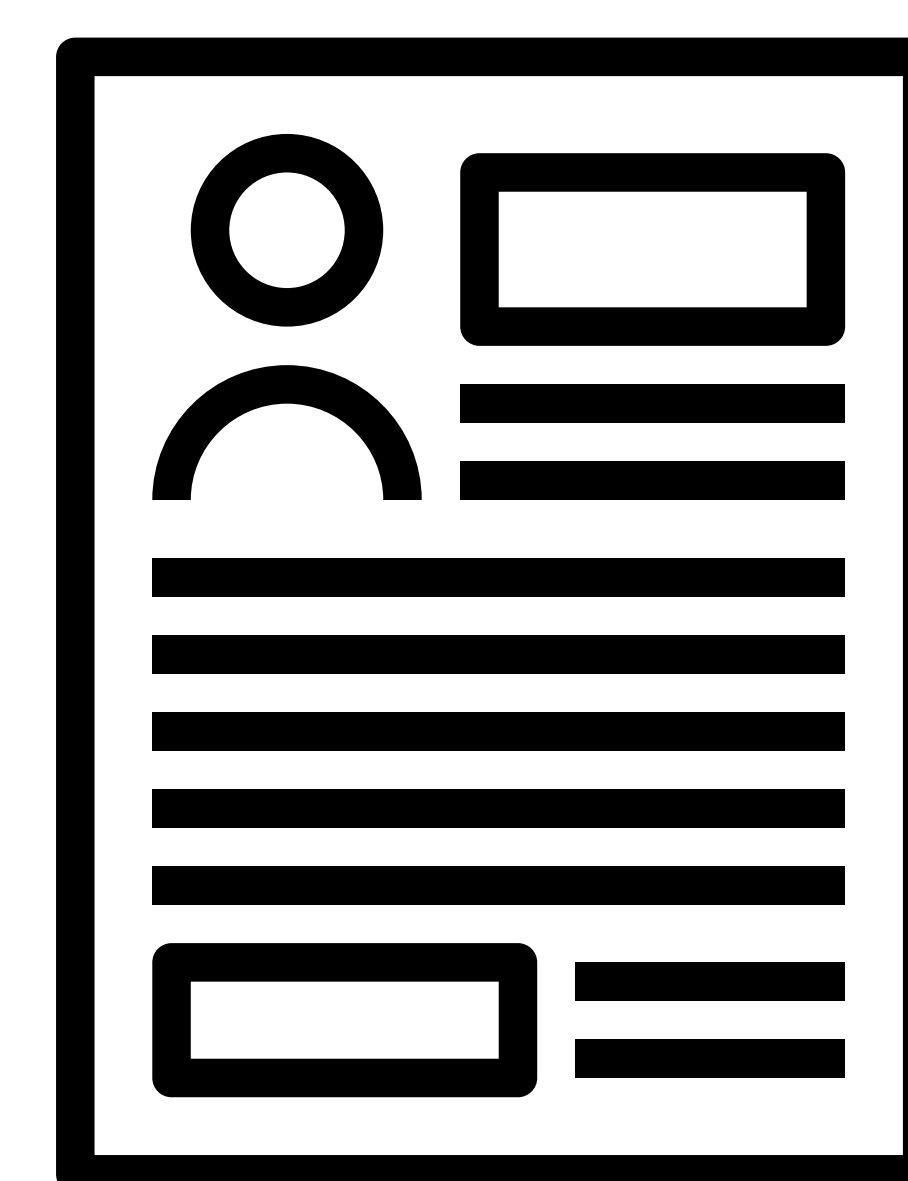


**Placement
support**



**Classroom
training**

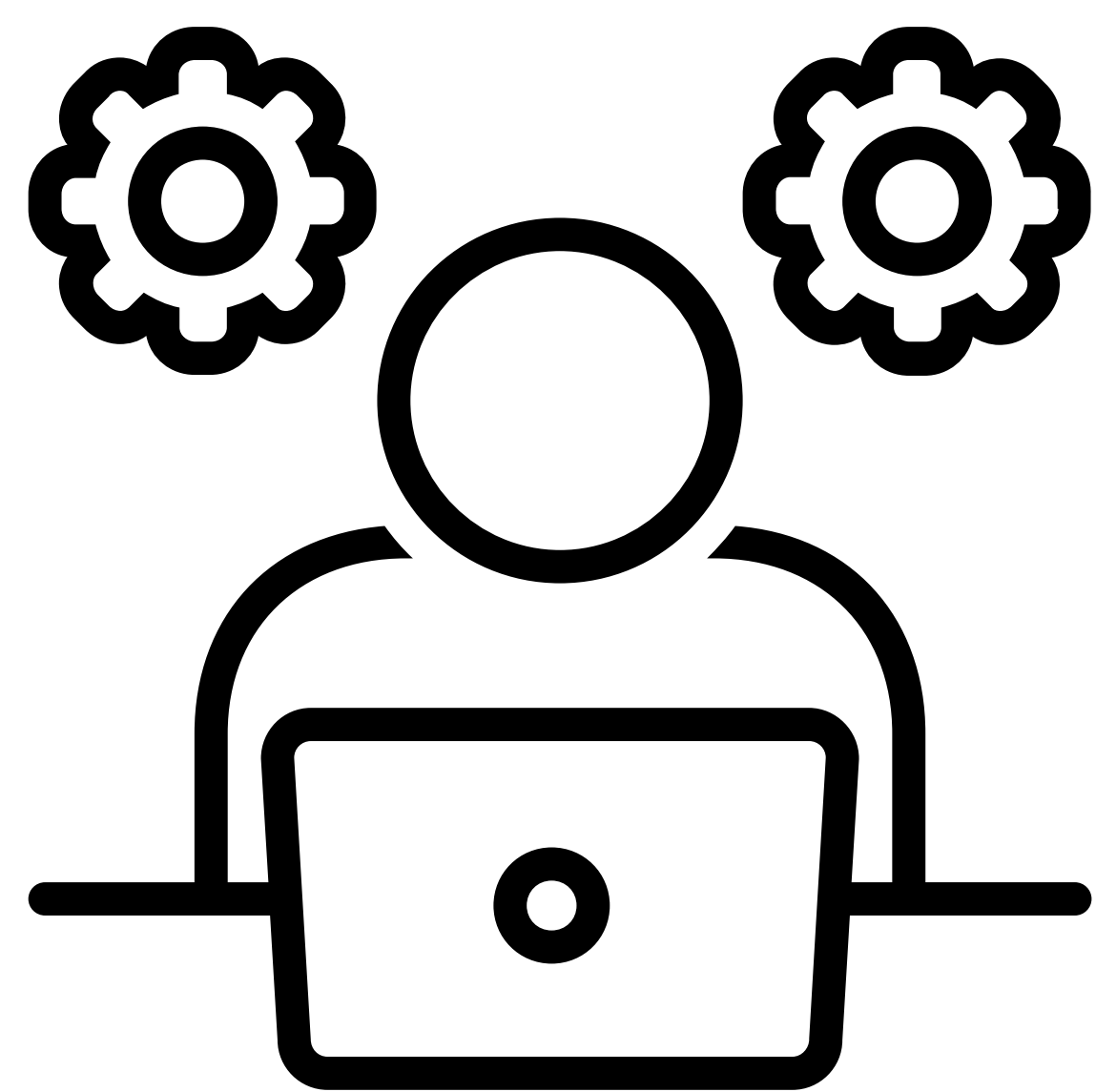
**Scholarship
program**



**Resume
building**



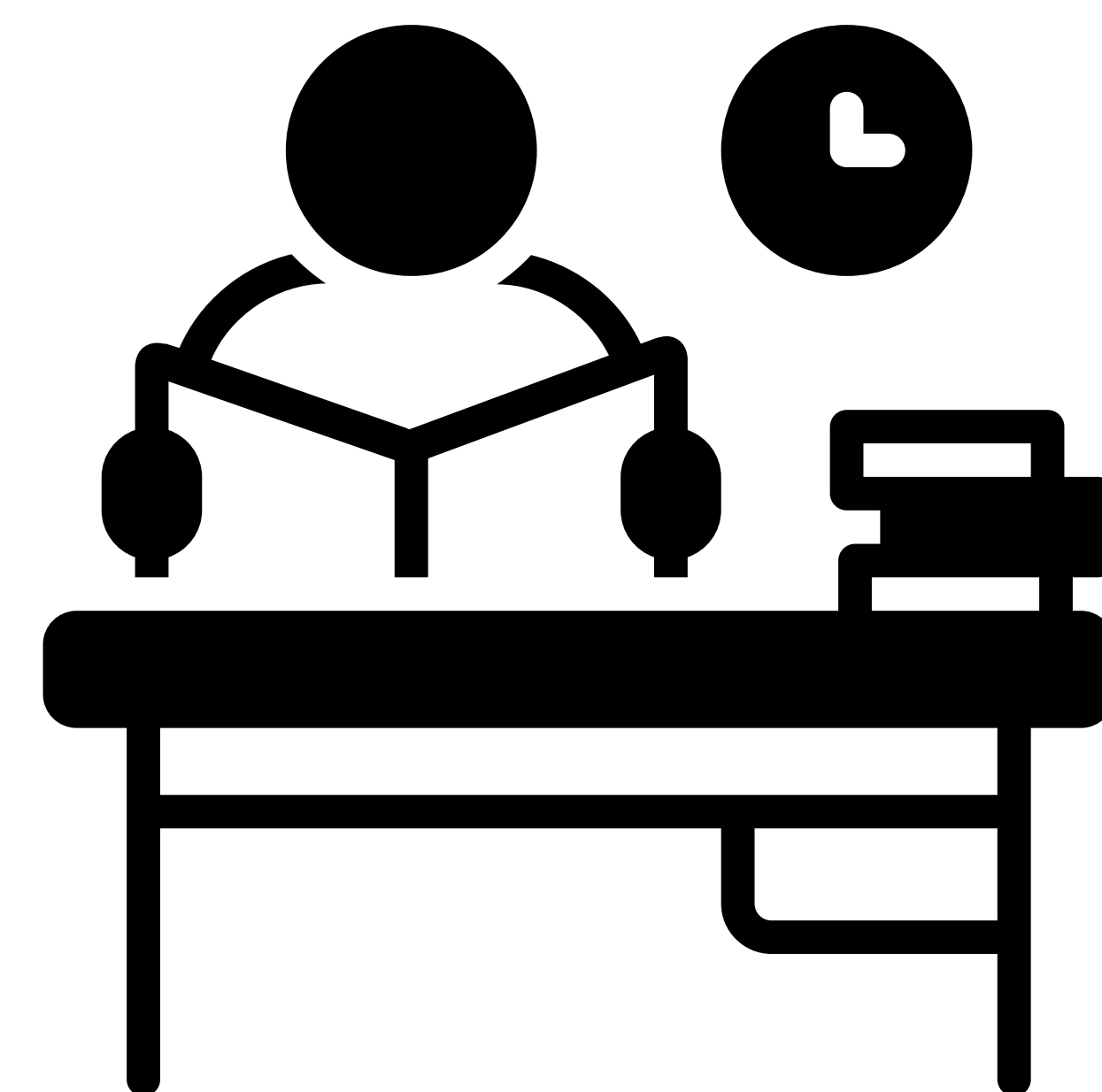
**BOOK MY
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**Practical
approach**



**Carrer
guideline**



**Study
materials**

**Out of the box
teaching
methodology**

**Brief and
understandable
content**

**Working
with various
tools**

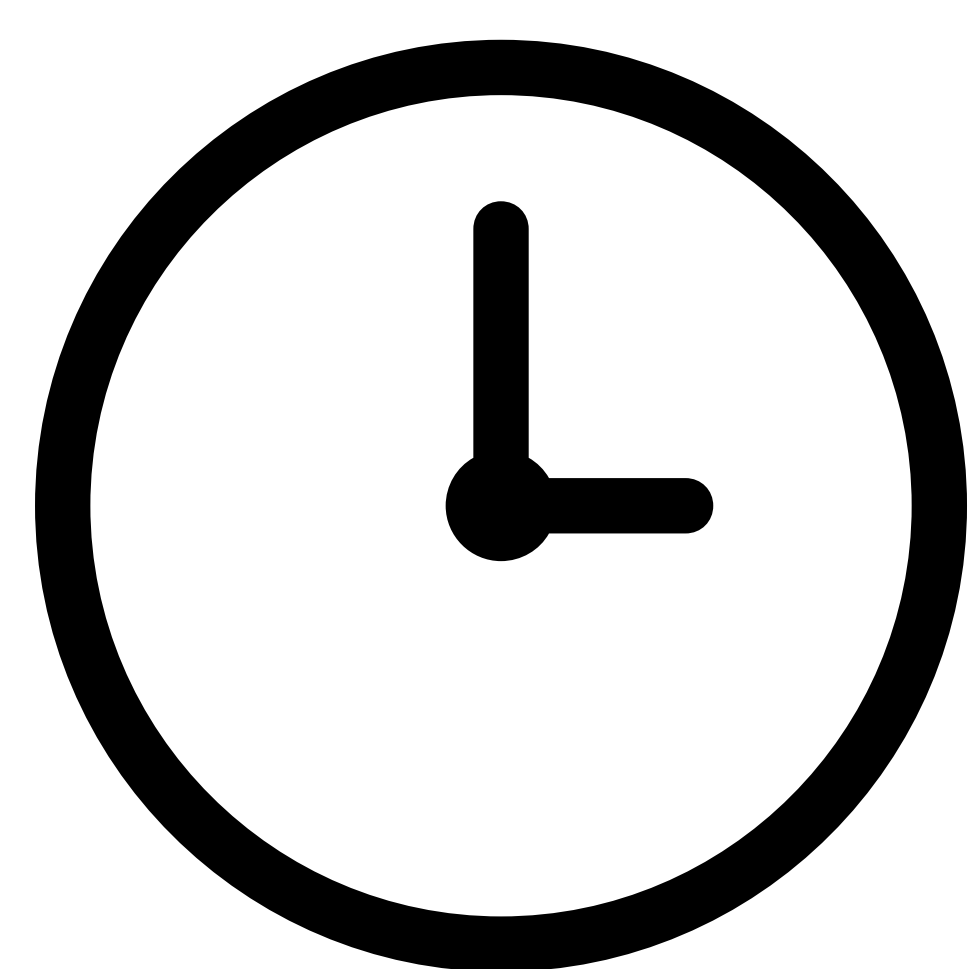
HR Management Training:

This Human Resource Management Syllabus Resource & Lesson Plans course is a fully developed resource to help you organize and teach human resource management. You can easily adapt the video lessons, transcripts, and quizzes to take full advantage of the comprehensive and engaging material we offer. Make planning your course easier by using our syllabus as a guide.

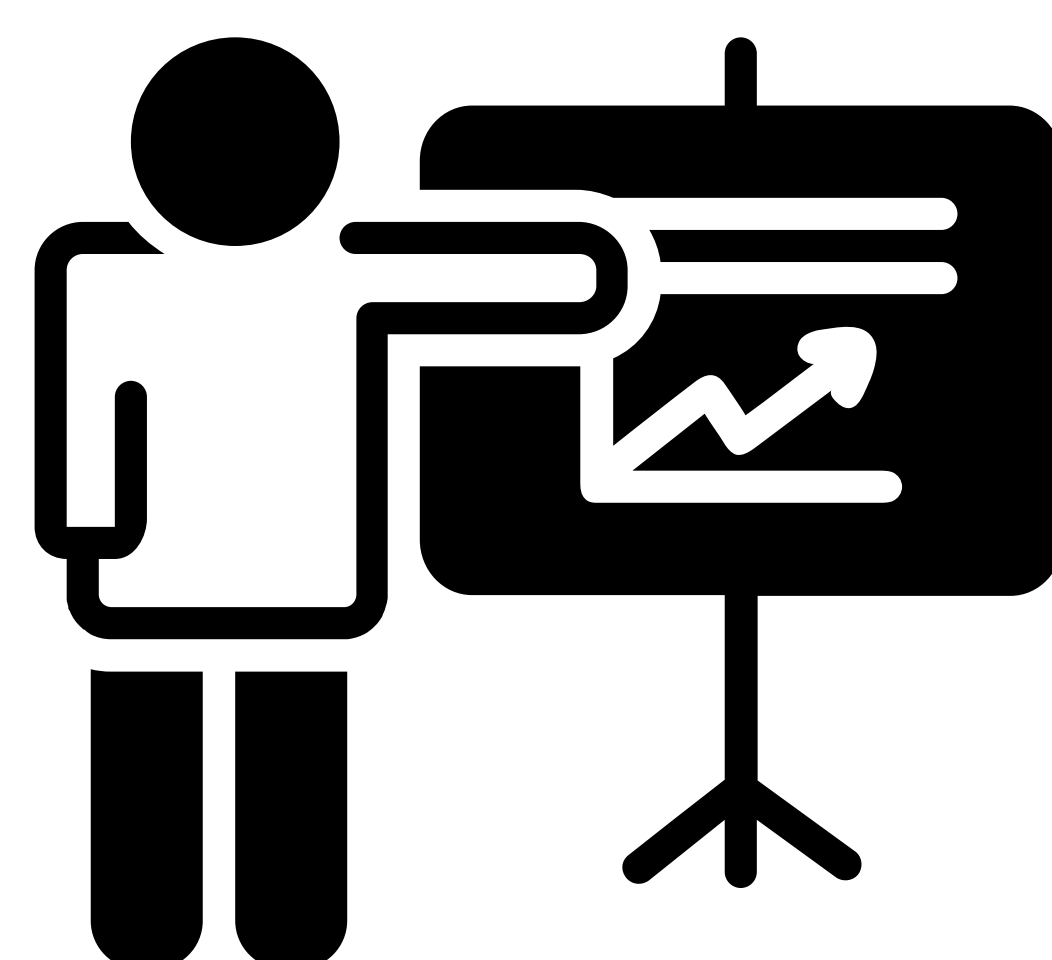
Program Delivery



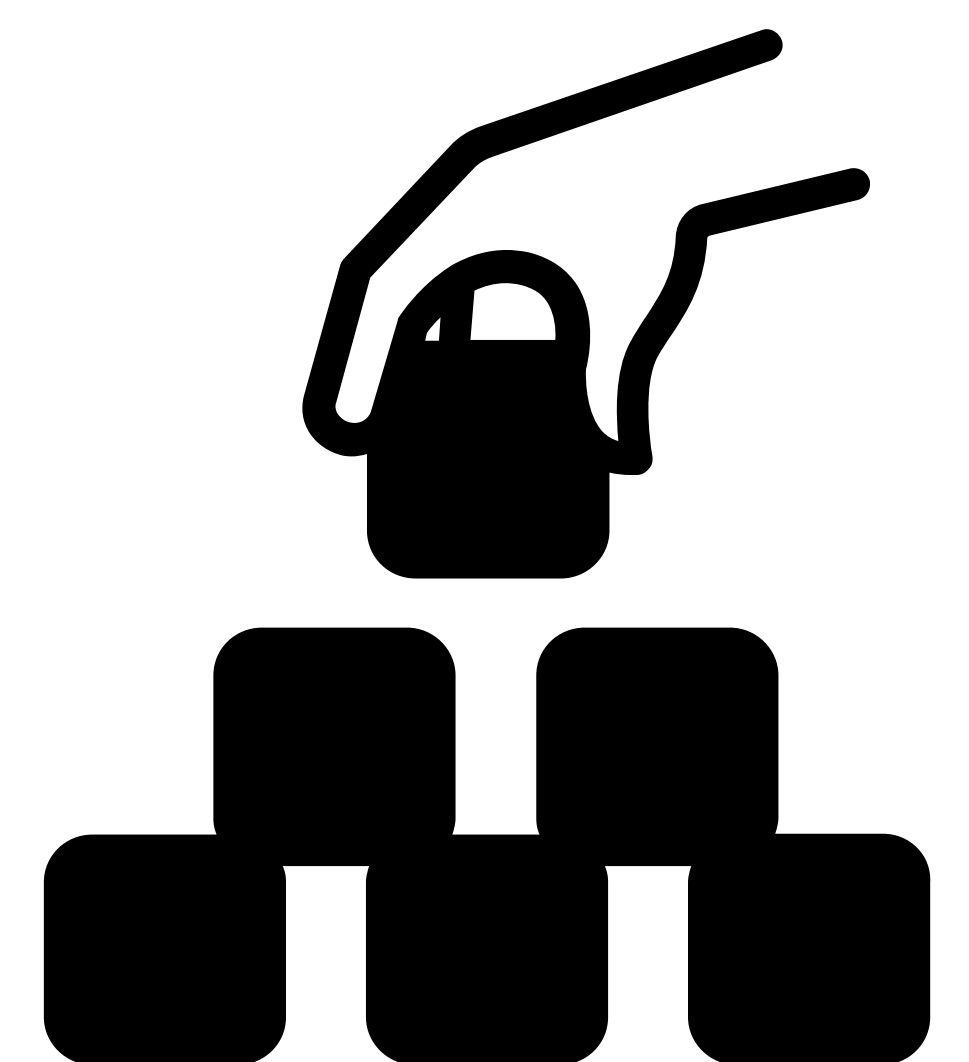
**3
Months**



**120+
Hours**



**5+
Projects**



**Placements
Assistance**

Ch 1. Overview of HRM Field:

- Lesson 1 - Human Resource Management: Definition, Objectives & Responsibilities
- Lesson 2 - History of HRM: Craft System & Human Relations Movement
- Lesson 3 - What Is Human Capital? - Importance to An Organization
- Lesson 4 - The Internal Structure of an HR Department
- Lesson 5 - External Factors Impacting HRM
- Lesson 6 - Aligning HRM and Organizational Strategy
- Lesson 7 - Human Resource Management vs. Personnel Management
- Lesson 8 - Generational Values in the Workplace: Differences and Dominant Values
- Lesson 9 - Major Job Attitudes: Satisfaction, Commitment, Engagement & More

- Lesson 10 - Ethical Issues in HR: Definition & Importance

Ch 2. Organizational Theories & Human Resources:

- Lesson 1 - Classical Scientific School of Management
- Lesson 2 - Frederick Taylor & Management: Maximizing Productivity & Efficiency
- Lesson 3 - Fayol's Theories on Staff Management and Worker Satisfaction
- Lesson 4 - Henri Fayol's Management Principles: Managing Departmental Task Organization
- Lesson 5 - The Human Relations Movement: Definition and Significance to Organizational Behavior
- Lesson 6 - Theory X & Theory Y: Two Types of Managers

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Ch 3. Job Analysis & Design:

- Lesson 1 - Job Design: Definition and Purpose
- Lesson 2 - Empowerment and Job Design
- Lesson 3 - Types of Job Redesign: Job Enrichment, Enlargement & Rotation
- Lesson 4 - Reengineering Jobs for Continuous Improvement

- Lesson 5 - The Importance of Job Specifications, Job Descriptions, and Position Descriptions
- Lesson 6 - Four Methods of Job Evaluation: Ranking, Classification, Point & Factor Comparison
- Lesson 7 - Analysis & Design in Performance Standardization

Ch 4. Staffing in Organizations:

- Lesson 1 - Human Resource Management: Hiring and Staffing
- Lesson 2 - The Hiring Process: How Human Resource Managers Recruit and Hire Employees
- Lesson 3 - Cover Letter Lesson Plan
- Lesson 4 - Common Staffing Selection Methods: Definitions, Interview Types, Pros & Cons
- Lesson 5 - Division of Labor Lesson Plan
- Lesson 6 - Job Bidding as a Recruitment Method
- Lesson 7 - Absenteeism and Turnover in the Workplace: Definition & Effects

- Lesson 8 - Terminating an Employee: Process & Best Practices
- Lesson 9 - Types of Termination: Attrition, Layoffs, Resignation, Retirement & RIF
- Lesson 10 - Impulsive, Comparison, Pre-Planned & Conditional Reasons Employees Quit

Ch 5. Training & Development in Organizations:

- Lesson 1 - Assessing Training Needs of an Organization
- Lesson 2 - Types of Employee Training Programs
- Lesson 3 - New Hire Orientation: Importance of Training Design & Content
- Lesson 4 - Methods for Training Employees: Mentoring, On-The-Job & Job Rotation
- Lesson 5 - What Is Career Management and Development? - Definition and Purpose

- Lesson 6 - Career Stages: Establishment, Advancement, Maintenance & Withdrawal
- Lesson 7 - Goleman's Domains of Leadership: Definition and Concept of Emotional Intelligence
- Lesson 8 - Common Methods of Employee Discipline: 'Hot Stove' and Progressive Discipline

Ch 6. Performance Appraisals:

- Lesson 1 - Performance Appraisals: Benefits and Challenges
- Lesson 2 - Uses of Performance Appraisals: Administrative and Developmental
- Lesson 3 - Importance of Reliability, Acceptability, Sensitivity & Practicality in Performance Appraisals
- Lesson 4 - Types of Performance Appraisal: Trait, Behavioral & Results
- Lesson 5 - Common Appraisal Methods 1: Critical Incident, Graphic Rating Scale & BARS

- Lesson 6 - Common Appraisal Methods 2: Narratives, Forced Choice & Forced Distribution
- Lesson 7 - Performance Appraisal and 360 Feedback
- Lesson 8 - What Is Management by Objective? - Defining the MBO Process
- Lesson 9 - Job Dissatisfaction: Causes, Reasons and Employee Responses

Ch 7. Employee Compensation Issues:

- Lesson 1 - Understanding Employee Compensation
- Lesson 2 - Direct, Indirect & Non-Financial Compensation Strategies
- Lesson 3 - Common Compensation Systems: Salary, Hourly, Contractor, Pay-For-Performance
- Lesson 4 - Compensation Equity: Definition & Importance
- Lesson 5 - Mandatory vs. Voluntary Benefits: Definition & Examples

- Lesson 6 - Retirement Compensation Systems: 401(k) and Pensions
- Lesson 7 - Incentive Compensation Plans: Merit Pay, Piece Rates, Commissions, Bonuses & Skills-Based
- Lesson 8 - Organizational Incentive Programs: Profit Sharing, Gain Sharing, and Employee Stock Ownership
- Lesson 9 - Trends of Executive Compensation in the U.S.

Ch 8. Employment Law & Employee Rights:

- Lesson 1 - Employee Rights: Employment-At-Will Doctrine & Exceptions
- Lesson 2 - Employee Rights: Privacy & Safety
- Lesson 3 - How Organizations Promote Work-Life Balance: Definition and Common Practices
- Lesson 4 - Stress in the Workplace: Definition, Sources & Meaning

- Lesson 5 - Consequences of Stress at Work: Physiological, Psychological & Behavioral Symptoms
- Lesson 6 - Human Resource Management (HRM): Laws & Regulations
- Lesson 7 - Equal Employment Opportunity: Title VII Law & Regulations
- Lesson 8 - Equal Employment Opportunity: Title VII Requirements for Managers & Organizations
- Lesson 9 - Equal Employment Opportunity: ADA Law & Regulations
- Lesson 10 - Equal Employment Opportunity: ADEA Law & Regulations
- Lesson 11 - Equal Employment Opportunity: PDA & Regulations
- Lesson 12 - Equal Pay Act: Definition and Effects
- Lesson 13 - ERISA Law: Explanation & Importance
- Lesson 14 - Wage and Hour Laws: Overview of the Fair Labor Standards Act

- Lesson 15 - Family Medical Leave Act (FMLA): Overview and Importance
- Lesson 16 - COBRA: Overview and Importance
- Lesson 17 - Unemployment Insurance: Definition and Significance
- Lesson 18 - Workers' Compensation: Overview and Description
- Lesson 19 - Affordable Health Care Act: Description, Overview & Relevance to HR Management
- Lesson 20 - Health and Safety Regulations: OSHA
- Lesson 21 - The Worker Adjustment and Retraining Notification (WARN) Act
- Lesson 22 - Labor Relations & Unions: NLRA, Taft-Hartley & the Civil Service Reform Act
- Lesson 23 - Relation of the Civil Rights Acts of 1964 and 1991 to Human Resource Management

Ch 9. Labor Relations:

- Lesson 1 - National Labor Relations Board: History and Purpose
- Lesson 2 - American Federation of Labor and Congress of Industrial Organizations (AFL-CIO): Status & Trends in Membership
- Lesson 3 - Function of Collective Bargaining
- Lesson 4 - Importance of the Collective Bargaining Process
- Lesson 5 - Roles and Duties of Union Members and Leadership
- Lesson 6 - Labor Unions Lesson Plan
- Lesson 7 - Closed vs. Open Shops in Labor Relations & Impacts on Human Resource Management
- Lesson 8 - Unionizing Process: Certification, Decertification
- Lesson 9 - Employer Restrictions and Rights in Unionizing Process & Collective Bargaining

- Lesson 10 - Bargaining Strategies in Labor Relations: Integrative & Distributive
- Lesson 11 - Bargaining Impasses: Strikes, Lockouts & Other Consequences
- Lesson 12 - Executive Order 10988 of 1962 and the Civil Service Reform Act of 1978
- Lesson 13 - Trends in Labor Relations: Membership & Industry

Ch 10. International Human Resource Management:

- Lesson 1 - Global Staffing Approaches: Ethnocentric, Regiocentric, Polycentric, and Geocentric
- Lesson 2 - Expatriate Staffing: Personal Impact, Repatriation & Compensation Considerations
- Lesson 3 - Human Resource Interactions with Host, Parent & Third-Country Nationals

Ch 11. Current Issues & Trends in HRM:

- Lesson 1 - Affirmative Action: Definition and Effects on Diversity in the Workplace

- Lesson 2 - Affirmative Action Lesson Plan
- Lesson 3 - Ability and Disability Diversity in the Workplace: Definition, Trends & Examples
- Lesson 4 - Age Diversity in the Workplace: Definition, Trends & Examples
- Lesson 5 - Gender Diversity in the Workplace: Definition, Trends & Examples
- Lesson 6 - Cultural Diversity in the Workplace: Definition, Trends & Examples
- Lesson 7 - Cultural Diversity Lesson Plan
- Lesson 8 - Workplace Violence: Trends and Impact on Human Resources
- Lesson 9 - Human Resource Information Systems: Costs & Benefits to Employees, HR and Organizations
- Lesson 10 - Pros & Cons of Alternative Work Arrangements: Home Office, Virtual Teams and Telecommuting



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College Tie-ups



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Admission Details

- Applicants must have 50% & Above in class X, XII.
- Applicants must have 50% & Above in Bachelor's & Master's Degree.
- Minimum requirements for admission is class X.
- Complete Beginners are also welcome.
- We have separate classes for beginners & Intermediate as per their knowledge.
- Candidates with knowledge of coding can start from intermediate classes.
- Candidates must bring original documents during orientation.

Fees Structure

- We provide Students loan also, So money doesn't become a problem.
- Candidates can pay their fees in maximum of three installments.
- Our course fees is 50k.
- If candidate pay entire fees at one go then candidate will be eligible for instant **5%** discount on course fees.

Loan Partners





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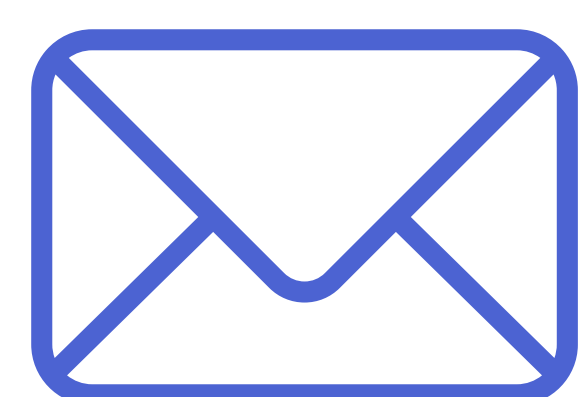
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