

### **Introduction**

### **Course Overview**

(.....) is a training Institute, we provide HR generalist training. HR Generalist Training is a proven track record to coach at all level.( ..... ) always invites people who want become an HR generalist and want to know about HR generalist profile. We provide best HR training with Real Time Exposure. Training session is interactive, simpler and well accepted by the trainees.

Effective management of human resource is important for success, of all organizations. The HR function is key to an organization as it enables achievement of strategic goals. Certified HR Operation Management provides an understanding of basic Human Resource Management and prepares the fresher for HR professional roles in the global environment.

And extremely appreciated and wanted educational program by the highest HR professionals across India. (.....) involves the most effective recruiting practices from varied industries, latest tools, techniques & methods utilized in recruiting to hire and retain the most effective talent.

### **Why Learn HR Generalist Training Course:**

Are you pondering a career in HR but not sure what it's all about? Are you currently working in HR but curious about other areas of expertise?

Do you a manager or business owner want some tips on people management by gripping the key concepts in HR? Then you're on the right path

Human Resources (HR) is vital to the success of every business and every employee. HR is responsible for ensuring compliance with regulations – but they are also responsible for keeping employees engaged and motivated to do good work. The ability to balance both equally is a skill that requires knowledge and practice.

A well designed and developed HR Training Course by team of expert HR Manager having experienced in multiple industries. HR Training Course helps learners to understated full life cycle of Human Resource Department. No matter either you are a fresher, experienced or working professional, HR Generalist Training Course of ( ..... )Consultants India in (Location) , cover 100% practical concepts of HR Statutory, Payroll and IR, HRIS, Performance Management System, T&D, HR Policies, Business HR, Recruitment and on job portal, HR Analytics, etc.

Training delivered by expert in HR domain like HR Payroll and Salary Processing, Human Resources Reporting Systems, PMS, HR Business Partner, HR Analytics etc. Delivering HR Training Course on live PF and ESI Portal, payroll processing of 500+ employees in Excel. Working on advanced excel for report development, learning labour law compliance in live environment, creation and Implementation of HR Policies in organization etc are unlocking skills, our learners will get during HR Course.

## **Course Objectives**

Understand the HR function in detail  
Understand the job & Responsibilities of HR department  
Work independently for any HR function in real life situation  
Find out suitable HR jobs of your choice  
Launch your dream HR career  
Brush up your skills of HR and take your knowledge to the next level.

## **The Roles and responsibilities which HR deals are**

### **Recruitment and Selections :-**

**Statutory and Legal Compliances :-** Employee's Provident Fund ( EPF) employees, state insurance (ESI) , payment of bonus, payment of gratuity , monthly PF contribution , interest and penalty , monthly pension , online challan generation, calculation of bonus , calculation of gratuity.

### **Performance Management System:-**

**Compensation And Benefits:-** Payroll processing , Basic , HRA , DA , Conveyance , Medical allowance , LTA .

### **HR Policies:-**

### **Salary Break up:-**

**Attendance and Leave:-** Attendance and leave management (CL, EL, SL, and ML)

### **Pay Roll Process:-**

**Labor Law ( Corporate IR/Labor law Compliance) :-** Disciplinary action/termination/misconduct , contract labor (regulation and abolition) , shops and establishment act , industrial disputes act , minimum wages act , apprenticeship act , Industrial dispute Act.