



Transforming Aspirations into Achievement

# HUMAN RESOURCE

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**Master Human Resource with Expert Guidance!**

**SELF-PACED | MENTOR LED | PROFESSIONAL**





A Brief Story About The Company



# ABOUT US

Our team is dedicated to empowering students with the skills needed to thrive in today's ever-evolving job market. We believe that staying ahead requires continuous skill development to meet industry demands.

At innoKNOWVEX, we bridge the gap between current capabilities and the expertise sought by leading organizations. Our platform offers industry-specific training in a professional setting, equipping students with the knowledge and practical skills essential for securing employment in their chosen fields.



# About the Program

InnoKnowvex Edu Tech's 3-month program includes two months of industrial training with experts through live sessions & recorded materials.

The final month involves an individual project and a major project with affiliated companies, offering industry exposure and MNC work experience. This program prepares interns for successful careers in the field.

## Modes of Training

### ★ SELF PACED

- Recorded Sessions with doubt-clearing opportunities
- Lifetime access to study material
- Training Certification+Internship Opportunity

### ★ MENTOR LED

- Live interactive sessions with doubt clearing
- Lifetime access to recordings
- Training Certification+Internship Opportunity

### ★ PROFESSIONAL

- Live interactive sessions with doubt clearing
- Lifetime access to recordings
- Training Certification+Internship Opportunity+placement assistance



## FIRST TWO MONTHS

- Comprehensive industrial training from experts
- Live interactive sessions
- Lifetime access to session recordings
- Hands-on practice
- Mini-projects and exercises
- Real time engagement
- Immediate feedback
- Supportive learning environment
- Mentorship and peer collaboration
- Solid foundation
- Real-world projects in the internship phase

## THIRD MONTH

### Two key projects:-

1. Minor project focused on implementing and evaluating their skills independently.
2. Major collaborative project, providing industry exposure and experience in a multinational corporation environment.

**\*Interns work on real-world challenges under the guidance of experienced professionals, gaining valuable insights into industry practices while refining their technical skills. This hands-on experience prepares them for successful careers, giving them a competitive edge in the job market.**



# *Explore the* **CAREER PATHS**

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**HR  
Assistant**

**HR  
Executive**

**HR  
Manager**

**Recruitment  
Coordinator**

**Talent  
Acquisition  
Specialist**

**HR  
Generalist**

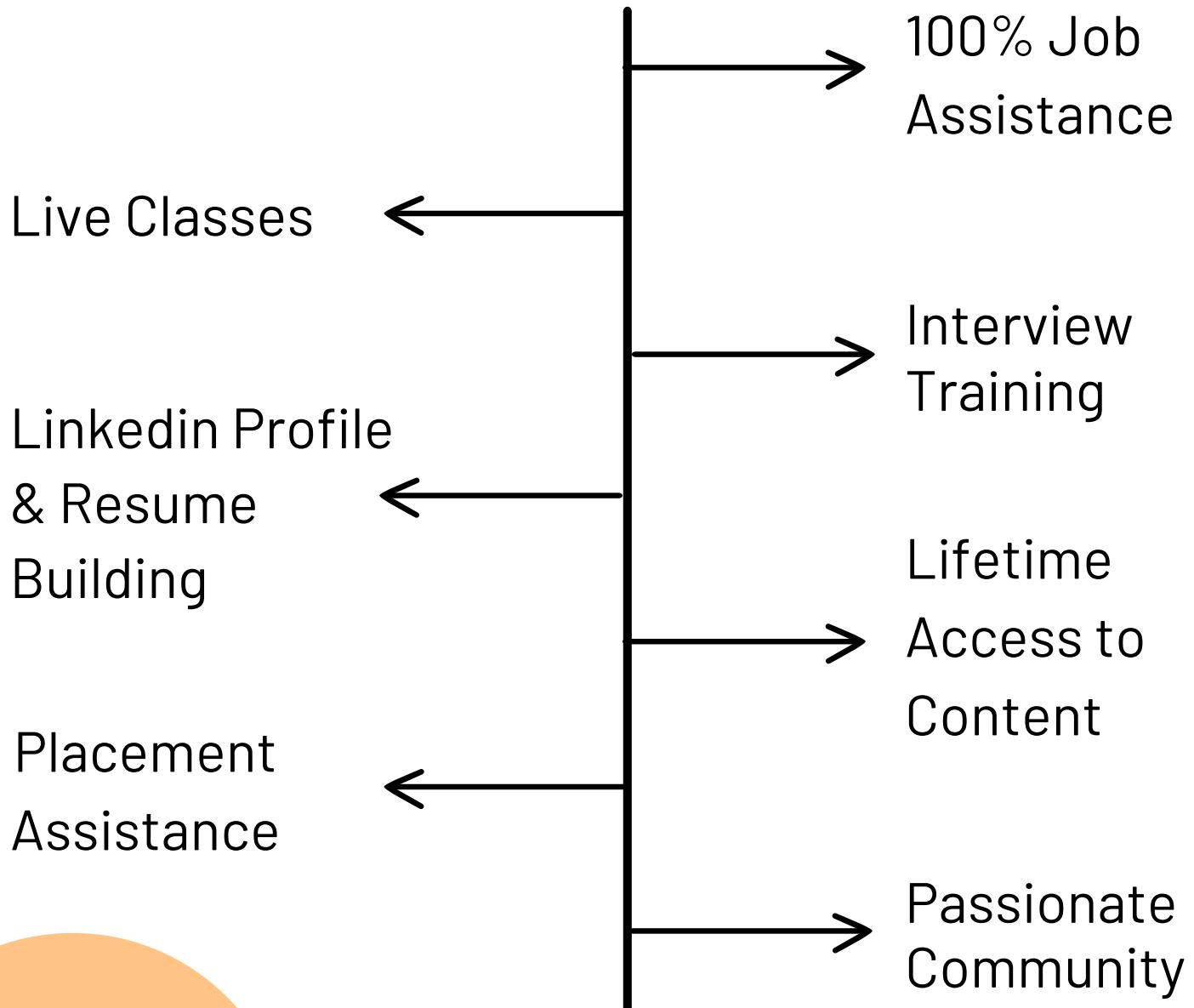
**Recruitment  
Manager**

**Head of  
Talent  
Acquisition**

**HR  
Associate**



# WHY US?





# KEY HIGHLIGHTS OF PROGRAM

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Recruitment  
and Selection

Employee  
Onboarding

Training and  
Development

Performance  
Management

Compensation  
& Benefits

Employee  
Relations

HR Metrics &  
Analytics

Organization  
Development

Employee  
Relations

Compliance

Succession  
Planning

Inclusion

# Course Curriculum



## Week 1- Introduction to Strategic HRM

01

- Linking HRM to Organisation Management
- Deriving HR Strategy from Organisational Strategy
- Digital Transformation in HR, Challenges



## Week 2- Workforce planning, Job Analysis, Job evaluation

02

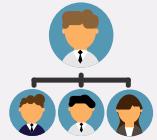
- Demand & Supply of Manpower
- Process of HRP
- Types: Job Description & Job Specification
- How to design a job
- Methods of JE



## Week 3 - Repositioning HR in a Contemporary Global Context

03

- HR Score Card**
- What Is A Learning Organization?**
- Human Resource Planning**
- Objectives Of HR Planning Process**
- Problems In HR Planning**



## Week 4 - Recruitment : Selection Process

04

- Introduction**
- Difference Between Recruitment And Selection**
- Phases Of The Selection Process**
- Employment Application Forms/Blanks**
- Selection Tests**
- The Selection interview Strategy For An Effective Interview Process**
- Weakness Of The Interview Process**
- Reference Checks & Physical Examination**
- Job Offer**





## ★ RESUME BUILDING WORKSHOP



Week 5 - Learning And Development

05

- Training And Development**
- Training Delivery Methods**
- Designing a Training Program**
- Measuring Training Effectiveness**



Week 6- Performance Management

06

- Appraisal Process & Types**
- 360 Degree Appraisal**
- MBO and the Appraisal Process**





## Week 7 - Compensation Reward for hard work

07

- Grades In Executive Cadres**
- Grades In The Workmen Cadre**
- Compensation And Benefits**
- Salary Components and Bonus Benefit Types**
- ESOP Methods Of Determining Compensation**
- Types Of Compensation**



## Week 8 - Retention: Human Capital Management

08

- Basics Of Retaining employees**
- Developing An Employee Retention Management Plan**
- What Is Employee Engagement?**
- How Does Employee Engagement Work?**
- Work-Life Balance**



## ⭐ SOFT SKILL DEVELOPMENT WORKSHOP



Week 9 - Career Growth

09

- Career Planning And Development**
- Skill Development And Training**
- Managing Gen Y**



## HOW TO CRACK TECH INTERVIEWS



Week 10 - Onboarding

10

- The Four CS Of Onboarding**
- Four Levels Of Onboarding**
- Using New Tools To Keep On Boarding On Track**
- Short-Term Outcomes Of On Boarding: New Employee Adjustment**
- Long-Term Outcomes Of On Boarding : Attitude and Behaviours**
- OnBoarding And HRM**
- Feedback Tools**
- Implications For Small Scale Organizations**





## Week 11 - Motivation

11

- What Is Motivation?**
- Maslow's Hierarchy Of Needs Theory**
- Herzberg's Theory Of Motivation**
- Achievement Motivation**
- Intrinsic Motivation**
- How To Motivate Others**



## Week 12 - Session Outline

12

- Industrial Relations**
- Basics Of Industrial Relations**
- How Did The Modern Industrial Relations Evolve In Indian Organization**
- The Latest Trends In Industrial Relations**
- Grievance**





# CERTIFICATIONS





*Pricing*

# PLAN

**Live Sessions>**

**Get real-time Assistance**

**₹2,500**

**Self Paced>**

**Learn at your own pace**

**₹2,500**



# OUR COLLABORATIONS

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Capgemini

IBM

wipro

accenture

meesho

SWIGGY

Razorpay

PhonePe

boAt



# COMPANY DETAILS

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