HR Generalist Training Curriculum

(For Beginners)

STRUCTURE

<u>**HR Generalist Course Curriculum**</u>

"Complete your HR Generalist Training and Get the dream job with the help of our expert team."

About Croma Campus:

Croma Campus Training & Development Private Limited is an education platform since 2010 providing rigorous industry-relevant programs designed and delivered in collaboration with world-class faculty and industry.

- Hands-On Live Projects
- Simulation Test Papers
- Industry Cases Studies
- 61,640+ Satisfied Learners
- 140+ Training Courses
- 100% Certification Passing Rate
- Live Instructor Classroom / Online Training
- 100% Placement Assistance

Course Objectives:

- Enhance your HR Skills and know all about role and responsibilities of an HR.
- Foster yourself as a more confident and skilled person than earlier.
- Apply for jobs and get hired by leading industries across the world
- Get attractive salary packages when compared to other persons working in the same field.

Course Description:

HR Generalist Training is a valuable Certificate Course in Human Resource Management that is very useful for fresh graduates and each MBA HR Fresher who possesses no experience of the corporate world. In today's scenario, the role played by the Human Resource professionals cannot be negated as they lead the efforts towards keeping the valuable employees satisfied and attached to the company.

As one of the best training institute in India, we offer the best training based on industry standards that will help you to secure your dream job with some leading organization. Our training is a perfect blend of theory and practical details to help you succeed in all possible domains.

Croma Campus Training Program Deliverables:

- **Session Recordings** - Original Class Room Voice & Video Recording
- **Training Material** - Soft Copy Handbooks
- **Assignments** | Multiple Hands-on Exercises
- **Test Papers** - We provide **Practice Test** as part of our course to help you prepare for the actual certification exam.
- **Live Case Studies**
- **Live Projects** - Hands-on exercises and Project work. You will work on real time industry-oriented projects and assignments for each module to practice.
- **Key focus on Hands-on exercises and Project work**. You will work on real time industry-oriented projects.

- Faculty with more than **10+ Years of Experience** in the Industry.
- **Technical Resume Designing & Job Assistance:** With more than 100+ Clients across the Globe and we help learners to get a good job in their respective field. We also help learners with resume preparation.
- **Interview Q&A**
- **About Croma Campus Training Certificate:** Croma Campus will provide you with an industry-recognized (Certified by **ISO 9001:2015** & **E-Cell IIT Jodhpur**) course completion certificate which has lifelong validity.
- **How I Unlock my Croma Campus Certificate:** Attend Complete Batch & Submit at least One Completed Project.

Course Content:

Module 1: An introduction to Human Resources

- How to build a nice Career in HR?
- Competencies & Skills required for HR profession.

Module 2: Employee Life Cycle Process (Part-1)

- Talent Acquisition (Designing JD, Interview assessment sheet, sourcing methods, Conducting Interviews, Salary negotiation)
- On boarding, file management as per ISO audit
- Training & development, Employee retention
- The POSH policy, Leave, & attend policy

Module 3: Employee Life Cycle Process (Part-2)

- CTC concept & how to make pay register
- Attrition and Retention rate calculation
- Exit Interviews, Full & Final settlement
- Various types of PMS which is applicable in India
- Practical Implementation of Bell shape curve & balance score card

Module 4: Talent Management

- Talent engagement & Talent Development
- Talent retention & HR Analytics role in talent management – 9 Box Grid is needed, add with succession planning in Advanced course

Module 5: Labour Laws

- Introduction (Concept clarity on Labour laws)
- Shops & Commercial Establishment Act, 1962Payment of Wages Act, 1936
- Minimum Wages Act, 1948
- Employee's Provident Fund (EPF) Act,1952

- Employee's State Insurance (ESI) Act, 1948
- The Payment of Bonus Act, 1965
- The Payment of Gratuity Act, 1972
- Factory Act, 1948
- Sexual Harassment of Women at workplace Act, 2013

Module 6: Legal Aspects of HR

- Drafting Appointment letter – Exclude Legal Parts
- Drafting termination letter and termination process
- Issuing Show cause notice and warning letters
- Issuing performance improvement plan (PIP)

Module 7: Placement Guide

- Tips to clear an Interview
- Common Interview questions and answers
- HR Generalist Interview Questions and Answers
- Resume Building Guide
- Attempt for the related Global Certification Exam
- Earn Credentials and Start applying for Jobs