



HUMAN RESOURCES SYLLABUS COPY

Engineered for skill enhancement.



PROGRAM HIGHLIGHTS

Accredited Certificates :

- ✓ Program approved ISO Certification

Internships :

- ✓ Industry-relevant opportunities provided-

Placement Assistance :

- ✓ Career guidance from industry experts-

Basic to Advanced Level Training :

- ✓ Learn from experienced AI professionals .

Live & Recorded Lectures :

- ✓ Flexible learning at your convenience .

Real-Time Projects :

- ✓ Hands-on minor & major projects



ABOUT US

- **OUR MISSION :**

Nxt Sync is a pioneering EdTech company committed to bridging the gap between theoretical learning and practical application. Our mission is to empower students with cutting-edge AI skills that enhance employability and prepare them for a tech-driven future.

- **OUR VISION--UPSKILL:** Empowering minds for the future.
- **INNOVATE:** Fostering creativity and breakthroughs .
- **EXCEL:** Preparing industry-ready professionals.



WHY HUMAN RESOURCES?

- Crucial Role Across All Industries
- Strategic Business & Talent Management
- Opportunities in Recruitment, Training, and Development
- Integration with HR Analytics & Automation
- Career Paths in Corporate HR, Talent Acquisition, L&D, and More
- High Impact in Organizational Growth



LEARNING PATH

- Introduction to Human Resources Management
- Recruitment & Talent Acquisition
- Employee Training & Development
- Performance Management Systems
- Compensation & Benefits
- Industrial Relations & Labor Laws
- HR Analytics & HRIS
- Strategic Human Resource Management
- Capstone Projects & Research



DETAILED MODULE BREAKDOWN

Module 1: Introduction to Human Resource Management

- Role & Scope of HR in Organizations
- Evolution of HRM
- HR Functions and Responsibilities

Module 2: Recruitment & Talent Acquisition

- Job Analysis & Workforce Planning
- Sourcing & Screening Candidates
- Interviewing Techniques
- Onboarding & Induction



Module 3: Training & Development

- Training Needs Assessment
- Designing & Delivering Training Programs
- Learning & Development Models
- Evaluating Training Effectiveness

Module 4: Performance Management

- Goal Setting & KPIs
- Performance Appraisal Systems
- Feedback Mechanisms
- Career Planning & Succession

Module 5: Compensation & Benefits

- Payroll Management
- Salary Structures & Incentives
- Employee Benefits Planning
- Legal Compliance in Compensation



Module 6: Industrial Relations & Labor Laws

- Employee Rights & Labor Regulations
- Dispute Resolution & Negotiation
- HR Policies & Code of Conduct
- Trade Unions & Collective Bargaining

Module 7: HR Analytics & HRIS

- Introduction to HR Metrics
- Data-Driven HR Decisions
- HRIS Tools (SAP, Zoho People, BambooHR)
- Predictive Analytics in HR

Module 8: Strategic Human Resource Management

- Aligning HR Strategy with Business Goals
- Change Management
- Employer Branding & Retention Strategies
- HR's Role in Organizational Development



Module 9: Industry Applications & Case Studies

- HR in Tech, Healthcare, and Manufacturing
- Best Practices from Top Organizations
- Legal & Ethical HR Issues
- Remote Work & Hybrid Models

Module 10: Capstone Projects & Industry Research

- Real-Time HR Case Studies
- Policy Drafting & Implementation Projects
- Strategic HR Plans & Presentations
- Portfolio Building & Interview Preparation



ASSIGNMENT'S & ASSESSMENTS

- Weekly practical assignments
- Mid-term HR mini-projects
- Final HR Capstone project
- Live mock interviews & HR case discussions



TOOLS & FRAMEWORKS USED

HRIS & Analytics:

SAP SuccessFactors, BambooHR, Zoho People, Workday

Recruitment Tools:

LinkedIn Recruiter, Naukri, Indeed, ATS Software

L&D & Performance Tools:

Kahoot, Moodle, LMS Platforms, Culture Amp

Compensation & Payroll Tools:

ADP, QuickBooks Payroll, GreytHR, Paybooks



RECOMMENDED READING

Human Resources:

- "*Human Resource Management*" – Gary Dessler
- "*First Break All the Rules*" – Marcus Buckingham & Curt Coffman
- "*Drive: The Surprising Truth About What Motivates Us*" – Daniel H. Pink
- "*The HR Scorecard*" – Brian Becker, Mark Huselid & Dave Ulrich



WHY CHOOSE NXTSYNC?

- Industry-Aligned Human Resources Curriculum
- Hands-on Real-World Projects
- Expert Mentorship & Career Guidance
- Flexible Learning Schedule
- ISO-Certified Human Resources Training Program

Start Your Human Resources Journey with NxtSync Today!



THANK YOU

