

# HUMAN RESOURCES SYLLABUS COPY

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**Engineered for skill enhancement.**



# PROGRAM HIGHLIGHTS

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## **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

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- **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?

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- 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

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- 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

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## **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

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





## TOOLS & FRAMEWORKS USED

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### **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

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### 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?

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- ☑ 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

