



HR Training Course Contents

1. Introduction to Practical HRM
 - a. Manpower Planning
 - b. Types/Models of Manpower Planning
 - c. Manpower planning periods
2. Recruitment & Selection
 - a. Recruitment Process/Recruitment Lifecycle
 - b. Recruitment Types – Internal, External
 - c. Recruitment Models
 - d. Metrics in Recruitments
 - e. Templates, forms
3. Employee On-boarding
 - a. Induction Process
 - b. How to conduct induction
 - c. Types of Induction
 - d. What are the contents in an Induction process/Procedure
 - e. Metrics
4. HR-Legal Compliances Management
 - a. Statutory Compliances
 - b. Provident Fund process, procedure, maintenance
 - c. Gratuity process, procedure and maintenance
 - d. Super Annuation
 - e. Important HR Labour laws
5. HR Operations & Administration
 - a. Leave Management system
 - b. Attendance Management system
 - c. Exit Interviews, Analysis

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6. Payroll Administration

- a. Payroll process
- b. What are the salary inputs
- c. How to provide salary inputs
- d. How to maintain and run monthly payroll master and payroll register
- e. Payroll Audit

7. Compensation & Benefits

- a. Salary Surveys
- b. Benefits Administration

8. Performance Management

- a. Types/Models of Performance Management Process
- b. Self appraisal process
- c. Confirmation appraisal process
- d. Bell curve method
- e. Manager appraisal process
- f. Metrics

9. Training & Development

- a. Training need analysis
- b. How to prepare a training calendar
- c. Training forms, formats, metrics

10. HRMS, Reports & Records

- a. Employee master record management
- b. HR Audit
- c. HRMS types, walk through