



Make your Career in HR

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100% Job Assistance**

Best Step to HR Career



“ADVANCE DIPLOMA PRACTICAL TRAINING IN HUMAN RESOURCE MANAGEMENT”

Duration : 3-4 months

Be a complete HR PROFESSIONAL within 3-4 months

Contact...

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Modules & Topics Covered

<p>Module 1 - HR INTRODUCTION AND PRACTICE</p> <ul style="list-style-type: none"> ✓ SWOT Analysis, HR Theory, Mission ✓ Mission/Vision ✓ Meaning of HRM, ✓ Scope of HRM, Role of HRM ✓ Role of HR Manager of Today and Future ✓ HR Department Activity – Overview ✓ Strategic HR Management Steps of Strategic HRM 	<p>Module 2 – Recruitment</p> <p>Definition and Meaning of Recruitment, Recruitment Method, Sources of Recruitment Job Description, Job Specifications</p> <p>Head Hunting</p> <p>Definition , Type and Process of Headhunting</p> <p>Employee Induction</p> <p>Orientation and Purpose of Orientation Steps in Induction Programme, Content of Induction, Case Study and Project Work</p>
<p>Module 3.1 - Presentation and Communication Skill for Competitive World-The Art of Prospecting</p> <p>Where to find the Prospect -Sourcing Strategies How to organise the Prospect What to do with prospect</p> <p>Presentation Skills</p> <p>Non Verbal Skills, Verbal Skills, Dramatization Methods of Approach , The Art of Closing, Handling Objections and its Method</p> <p>Telephonic Screening & Telephonic Script</p> <p>Script for the Telephonic Interview Case Study and Project Work</p>	<p>Module 3.2 – Presentation and Communication skill – Clients and Vendors Meeting</p> <p>Over View of Client Meeting, Company Presentation Setting a Meeting Objective Structure of a client/Customer Meeting Needs/Solution Techniques NLP, Yours and Yours Clients How to Close</p> <p>Follow up for Relationship</p> <p>Why Stay in Touch, How Often to Stay in Touch Ideas for Follow up,E -mail and Other Forms for Followup</p> <p>Handling Objection</p> <p>Role Play your way to Handling any Objection</p> <p>How to Close</p> <p>Asking for the Order/Business – When, Why and How? Case Study and Project Work</p>
<p>Module 4- Questioning Technique, Behavioural Interview Technique and The Interview</p> <p>What to Ask and How to ask</p> <p>Questioning Technique</p> <p>Conceptual Clarification, Probing Assumption, Questions about Questions, Close and Open End Ques</p> <p>Behavioural Interview Technique</p> <p>Skills and Desired Behaviour</p> <p>Sample Behavioural Interview Questions, STAR Technique</p> <p>Interview Technique</p> <p>Guideline for Interviews, The Interview Process</p> <p>Steps in Interview Design, How to structure and conduct your interview, Streamlining Interviews, Salary Negotiation, Interview feedback,Documentation, Verification Process, Etc</p>	<p>Module 5 – Time Management & Negotiation Skill</p> <p>What Exactly is Time Management</p> <p>Definition of Time Management, Seven Key Habits of Effective Time Management</p> <p>Where are you spending your time</p> <p>A typical day at your work The Urgent – Important-Model – How your time should be divided</p> <p>How to structure your day for peak Performance</p> <p>Prioritizing your day into time block for maximum Efficiency</p> <p>Negotiation Problem</p> <p>Win- Win, Win-Lose, Lose-Win</p>

Module 6 – HR Recruitment Software Training:

Module 7.1 - Employee Provident Fund:

<p>Job Portal Training, Job Portal Concept, Uses of job portal smartly as an Employer List of the Feature of Job Portal - Use of Key Word and Key Skills Online Demo, Boolean Search, Advance Search , Mass- mailing, Job Posting,</p> <p>Linkedin Tools for Job-seekers Smart Ways to use Linkedin Online Social Media Recruitment – Indeed,Olx, Quicker Careesma and other Social media Platform</p>	<ul style="list-style-type: none"> ✓ EPF, EPS and EDLI ✓ Computation of Monthly of PF Contribution Computation of Interest and Penalty ✓ Computation of EDLI Amount <p>PRACTICAL SESSION</p> <ul style="list-style-type: none"> ✓ Online Registration of Establishment ✓ Online generation of UAN and Submission of KYC ✓ Online ECR Generation ✓ PF Report in Excel Sheet and Various Form Register and Records,
<p>Module 7.2 - Employees’ State Insurance (ESI):</p> <ul style="list-style-type: none"> ✓ Computation of Monthly ESI Contribution ✓ Computation of Interest and Penalty, ESI Benefit ✓ Contribution Period & Benefit Period, Penalty ✓ PRACTICAL SESSION ✓ Online Registration of Establishment ✓ Registration of Branch/Sub Code ✓ Online Generation of Challan ✓ ESI MIS Report Generation <p>Various Report, Form and Format</p>	<p>Module 7.3 - Payment of Bonus and Gratuity</p> <ul style="list-style-type: none"> ✓ Calculation of Bonus, Minimum & Maximum Bonus ✓ Monthly Rate, Piece Rate & Seasonal Rate Computation of Set on & Set Off ✓ Calculation of Allocable Surplus Forms and Registers to be Maintained in Bonus Act ✓ Recent Changes in Bonus Act ✓ Calculations of Gratuity ✓ Maximum Gratuity & Taxability ✓ Various Statutory Inspections & Forms Submissions
<p>Module 8 - Payroll Processing</p> <ul style="list-style-type: none"> ✓ Attendance Management, Rules & MIS Reports ✓ Leave Management (CL,EL,SL and ML) ✓ Calculation of LOP & Leave Encashment ✓ Step by Step Payroll, Designing of CTC Structure Preparation of Salary Sheet; PF , ESI and PT Report <p>TAX PLANNING FOR SALARIED EMP Income Tax Slab Rate, (Form 16, ITR V filing etc..) TDS Calculation, Tax Exemption of Various Allowance Tax Deduction under Chapter VI-A(80C,80D,80E, etc.)</p> <ul style="list-style-type: none"> ✓ Rebate U/S 87A, Education Cess, TDS Certificate ✓ Routine Tax Planning (Investment Declaration Form) <p>Case Study and Project Work</p>	<p>Module 9 - HR MIS – MS EXCEL Lab Session</p> <ul style="list-style-type: none"> ✓ Generating Various MIS Reports ✓ Preparation of various MIS reports ✓ Formatting of MIS reports ✓ Drafting of email messages ✓ Use of IT techniques use in reporting ✓ Time and Office Management. ✓ Latest techniques use in Excel and Word V-lookup, H-lookup, If Logical Condition, Pivot <p>Table, What if Analysis, Match Index, Off set Function, Data Validation, Advance Filter, Sorting,</p> <p>Case Study and Project Work</p>

Roles of HR in PMS
 Process of PMS and Steps Of PMS
 How to Design KRA & KPI
 Methods and Techniques of PMS
 Designing and Sample of PMS
 Bell Curve Method, 360 Degree Method
 Balance Score Card
 Talent Management
 Case Study and Project Work

Type of Training
 Training Need Analysis
 Cost-Benefit Ratio
 On the Job Training Methods
 Off the Job Training Methods
 How to make Training Effective
 Barriers of Effective Training
 Designing the Training Calendar
 Case Study and Project Work

Module 11.1 – Corporate IR (Industrial Relation)

Discipline Process and What is Disciplinary Action
 Preparation of Show Cause Notice/ Charge Sheet
 Preparation of Domestic Enquiry/ Termination
 Definition of Misconduct/Violation of Code of Conduct
 Grievance Handling

Module 12 – Business English Communication

Verbal Communication – Face to face, Telephonic, E-mail
 Expression, Conversation Techniques, Arts of Messaging.
 Hearing Vs Listening, Bad Listening Habit,
 Tips on Great Body Language, Effective Communication
 with Client interaction, Steps of Handling Client Interaction
 with ease and Exiting the Conversation

Module 13.1- Maternity Act 1961

Objective and Applicability

Eligibility and Benefit under the Maternity Act

Module 13.2 – Professional Tax Act

Concept, Applicability of the Act, Registration and PT Slab

Module 13.3 – Contract Labour Act 1970

Applicability, Registration and Vendor Compliance

Module 13.4 Minimum Wages Act 1948

Objective, Applicability and Other Details

Module 13.5 – Shops & Establishment Act 1963

Applicability, Non Applicability, Registration,

Module 13.6 - Factories Act, 1948

Objective, Applicability, Licensing Procedure

Employment Conditions, Facilities, Register and Records

Module 13.7 – PF Act, 1952

Objective, Applicability, Eligibility, Benefit, Contribution Rate

Module 13.8 – ESI Act, 1948

Objective, Applicability, Eligibility, Benefit, Contribution Rate

Module 13.9 – Payment of Bonus Act 1965

Objective, Applicability, Bonus Calculation and Range

Module 13.10 – Payment of Gratuity Act 1972

Objective, Applicability, Eligibility, Gratuity Calculation

Module 14 - Practical HR Training (OJT) for 21 Days

RECRUITMENT: Telephonic Conversation , Screening, Recruitment Dialogue, Interviewing Skill, Technical Knowledge about Job Portal, Boolean Search, Divine IT Search, Divine IP Search, Advance Search, Key Skills & Skill Sets for Each Domain & Verticals, Payment Cycle with Clients, Induction & Joining Formalities, Opening Bank Accounts, Creating Temporary ID, Filling Statutory Forms, Documentation

REFERENCE CHECK; Verification of Documents, Payslip, Professional Reference,

HR LETTER; Offer Letter, Experience Letter, Appraisal Letter, Appointment Letter, Probation Letter, Salary Certificate, Relieving Letter, Confirmation Letter

PAYROLL PROCESS; Designing CTC, HRA Income Tax Calculation, Net Salary, Taxable Income Calculation, Payroll Processing with Example and calculating TDS as per the Tax slab, Calculating the Bonus, Payslip Generation

PF/ESI – Process for registration of Organisation, PF Remittance and Withdraw Formalities, Filling PF Settlement Form, Loan Process on PF, Generating Branch Code for PF/ESI, PF/ESI Inspection Process,

PF – Form 2(Nomination); Form5 (New Joinee), Form13 (Transfer) , Form 31 (Withdrawal), and many more forms, Online PF Instruction, PF Online Transfer, Online ESIC, How to Create Challn

Module 15 - Interview Training

CV Preparation – After Individual Discussion & Analysis

Finding a right Job & Support – Post Training till 3 months

Interview Skill Development

Overall Grooming – Self Introduction, Body Language etc

Case Study and Project Work

Mock Test & Self Evaluation, Provide Certificate

Training Programme Highlights

☉ To provide a holistic view of key HR domains with

Objective	<p>thrust on contemporary HR practices</p> <ul style="list-style-type: none"> ⊙ To fill knowledge gaps in practical HR concepts ⊙ To equip you to take on day to day challenges in your HR role ⊙ To add-on bookish knowledge with practical insights into prevailing HR best practices ⊙ Our aim is to groom you as a well-rounded HR professional. ⊙ no prior knowledge of HR is required ⊙ end-to-end topics coverage from basics to advanced
Eligibility	<ul style="list-style-type: none"> ⊙ Entry Level HR Professionals ⊙ For fresher's wanting to get into HR/ starting their careers in HR ⊙ Fresh MBA-HR / MPM /MSW /MLL/MIPRM /MBS wanting to learn practical HR concepts. ⊙ BPO / Call Centre executives aspiring for a HR career. ⊙ Any graduate interested in HR career.
Faculty	<p>HR Training will be provided by an eminent professional, having more than 10+ years of experience in IT & Non IT industries.</p>
Practical Sessions	<ul style="list-style-type: none"> ⊙ Course Materials (Online) + E-Books + Interview Tips & Case Studies ⊙ 50 hours thorough practice under the guidance of Senior HR professionals.
Training Highlights	<ul style="list-style-type: none"> ⊙ Free LinkedIn Profile writing service ⊙ Free Career Coaching & Counselling ⊙ Professional CV Revision ⊙ Interview Training
Placement Support	<p>Placement Support for 3 Months after the successful completion of Training program</p>
Fee Structure	<p>Rs. 30,500/- (Inclusive of All Taxes)</p>



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