

HR SPECIALIST

COURSE SYLLABUS

Module 1

Introduction to HRM (Human Resource Management)

- Fundamentals of HRM
- Evolution and functions of HR
- Strategic role of HR in business
- HR as a business partner

Module 2

Recruitment & Talent Acquisition

- Workforce planning
- Job analysis and job descriptions
- Sourcing techniques (Job portals, LinkedIn, referrals)
- Screening and shortlisting candidates
- Interview techniques & selection process
- Onboarding best practices

Module 3

Payroll & Compensation Management

- Components of salary structure (CTC, Gross, Net)
- Statutory deductions (PF, ESI, PT, TDS, Gratuity)
- Payroll processing & compliance
- Incentives, bonuses & benefits management
- Payroll software overview

Module 4

HR Operations & Documentation

- HR policies and procedures
- Employee record management
- Leave and attendance management
- Exit formalities & full & final settlement
- HR reports and analytics

Module 5

Performance Management Systems

- Introduction to PMS
- Setting KRAs, KPIs, and goals
- Performance appraisal methods (360-degree, MBO, rating scales)
- Feedback and review techniques
- Linking PMS with training & rewards



Module
6

Labor Laws & Compliance

- Indian labor laws overview
- Shops & Establishments Act
- Factories Act, Minimum Wages Act
- POSH Act & workplace ethics
- HR audits & compliance reporting

Module
7

Training & Development

- Training needs identification (TNA)
- Learning & development strategies
- Designing training programs
- Soft skills & behavioral training
- Training evaluation methods

Module
8

HRMS/HRIS Tools

- Introduction to HR technology
- Overview of SAP HR, Oracle, Zoho People, and other HR software
- Employee self-service portals
- Data security & HR analytics
- Practical hands-on sessions

