



HR Generalist Foundation & Advance Training Curriculum

STRUCTURE



HR Generalist Course Curriculum

“Complete your HR Generalist Training and Get the dream job with the help of our expert team.”

About Croma Campus:

Croma Campus Training & Development Private Limited is an education platform since 2010 providing rigorous industry-relevant programs designed and delivered in collaboration with world-class faculty and industry.

- Hands-On Live Projects
- Simulation Test Papers
- Industry Cases Studies
- 61,640+ Satisfied Learners
- 140+ Training Courses
- 100% Certification Passing Rate
- Live Instructor Classroom / Online Training
- 100% Placement Assistance

Course Objectives:

- Enhance your HR Skills and know all about role and responsibilities of an HR.
- Foster yourself as a more confident and skilled person than earlier.
- Apply for jobs and get hired by leading industries across the world
- Get attractive salary packages when compared to other persons working in the same field.

Course Description:

HR Generalist Training is a valuable Certificate Course in Human Resource Management that is very useful for fresh graduates and each MBA HR Fresher who possesses no experience of the corporate world. In today's scenario, the role played by the Human Resource professionals cannot be negated as they lead the efforts towards keeping the valuable employees satisfied and attached to the company.

As one of the best training institute in India, we offer the best training based on industry standards that will help you to secure your dream job with some leading organization. Our training is a perfect blend of theory and practical details to help you succeed in all possible domains.

Croma Campus Training Program Deliverables:

- **Session Recordings** - Original Class Room Voice & Video Recording
- **Training Material** - Soft Copy Handbooks
- **Assignments** | Multiple Hands-on Exercises
- **Test Papers** - We provide **Practice Test** as part of our course to help you prepare for the actual certification exam.
- **Live Case Studies**
- **Live Projects** - Hands-on exercises and Project work. You will work on real time industry-oriented projects and assignments for each module to practice.
- **Key focus on Hands-on exercises and Project work.** You will work on real time industry-oriented projects.

- Faculty with more than **10+ Years of Experience** in the Industry.
- **Technical Resume Designing & Job Assistance:** With more than 100+ Clients across the Globe and we help learners to get a good job in their respective field. We also help learners with resume preparation.
- **Interview Q&A**
- **About Croma Campus Training Certificate:** Croma Campus will provide you with an industry-recognized (Certified by **ISO 9001:2015 & E-Cell IIT Jodhpur**) course completion certificate which has lifelong validity.
- **How I Unlock my Croma Campus Certificate:** Attend Complete Batch & Submit at least One Completed Project.

Course Content : HR Generalist Foundation

Module 1: An introduction to Human Resources

- How to build a nice Career in HR?
- Competencies & Skills required for HR profession.
- How to get prepared for future HR challenges by 2025?

Module 2: Employee Life Cycle Process (Part-1)

- Talent Acquisition (Designing JD, Interview assessment sheet, sourcing methods, Conducting Interviews, Salary negotiation)
- On boarding, file management, Attend & Leave management
- Training & development, Employee retention
- The POSH policy, Leave, & attend policy

Module 3: Employee Life Cycle Process (Part-2)

- CTC concept & how to make pay register
- Attrition rate, Exit Interviews, Full & final settlement
- Various types of PMS which is applicable in India
- Practical Implementation of Bell shape curve & balance score card

Module 4: Talent Management

- Talent engagement & Talent Development
- Talent retention & HR Analytics role in talent management

Module 5: Labour Laws

- Introduction (Concept clarity on Labour laws)
- Overview of Central labour laws (10 laws)
- About Shop & establishment act & Factory act
- Introduction to 4 new labour codes

Module 6: Legal Aspects of HR

- Drafting Appointment letter

- Drafting termination letter& termination process
- Issuing Show cause notice
- Issuing performance improvement plan (PIP)

Module 7: Placement Guide

- Tips to clear an Interview
- Common Interview questions and answers
- HR Generalist Interview Questions and Answers
- Resume Building Guide
- Attempt for the related Global Certification Exam
- Earn Credentials and Start applying for Jobs

Course Content : HR Generalist Advance

Module 8: Designing various HR Strategies

- Manpower planning - Concept & Manpower planning on excel sheet.
- Designing recruitment strategies for hiring of different positions. (Technical hiring / non-technical hiring / mass hiring / head hunt)
- How to do Salary Bench Marking-Practical on excel sheet?
- Various employee retention Strategies.
- Various Employee engagement strategies.
- Employee development strategies (Individual development plan, Succession planning, use of HR analytics tool)

Module 9: Performance Appraisal System

- An Introduction to PMS -Types of KRA
- PMS Process Flow
- How to design an effective PMS - Fusion of MBO & bell shape curve PMS?
- An Introduction to KRA & KPI
- How to design quarterly KRA template (in Excel)
- Designing KRA template of 5 different positions (in excel)
- Conducting PMS feedback session by manager & HR
- Preparing PMS Quarterly dashboard (in excel)
- Role play - On Conducting PMS feedback session.
- Case Study - How to manage PMS/ KRA practical problems faced by HR person.

Module 10: HR Policies

- How to design 5 HR policies?
 - Attendance & Leave Policy
 - POSH Policy
 - Domestic Travel Policy
 - Local Convey Policy
- Business Code of conduct
- Challenges faced by HR in implementing HR policies.

- Strategies for making HR policies effective in the company.

Module 11: Payroll Management & Income Tax Rules

- CTC Concept
- Income taxation concept for salaried employees
- How to calculate TDS and tax rebates for salaried employees?
- Designing CTC based on taxation rules
- Designing compensation & benefits structure for the company

Module 12: Placement Guide

- Tips to clear an Interview
- Common Interview questions and answers
- Advanced HR Interview Questions and Answers
- Resume Building Guide
- Attempt for the related Global Certification Exam
- Earn Credentials and Start applying for Jobs