

P. C. E. T.'s

S. B. Patil Institute of Management

**901 - Certification Course for Human Resource
Syllabus for 2017 – 18**

HR Excellence Global PUNE

Module of Training Programme On HR Generalist




Director
S. B. Patil Institute of Management
Sector No. 26, Nigdi,
Pradhikaran, Pune-411 044.

A comprehensive 6 day intensive and practical training programme on HR Generalist.

Program would typically cover very important functions of the HR domain.

Module 1: Performance Management Systems [Incl.PMS Survey and the PMS process]

Module 2: Training and Development

Module 3: Employee Engagement

Module 4: Policy formulation

Module 5: Labour Acts

Module 6: Fundamentals of Payroll Administration

Module 7: Manual Payroll

Module 8: Recruitment

PROGRAMME ITENARY:

DAY 1

Module 1: Performance Management Systems

This module will enable you to understand the Meaning, Objectives and Process of Performance Management Systems including conducting a PMS Survey. The programme will enable you to systematically formulate and execute Strategic Role Scorecards as a means of tracking, managing and maximizing the performance of every employee in your organization.

.Fundamentals of Strategic PMS

- Understanding the **core** of Performance Management Systems (PMS)
- Conducting a **PMS Survey** in your organization
- Objectives of a sound PMS from an **organization/employee** perspective
- **PMS vs. traditional performance appraisals**
- The **PMS process**
- **Role of HR** in managing performance
- Importance of **Role Scorecards** in tracking employee performance
- **Components** of a Role Scorecard
- **Checklist/Guidelines** for each component of Role scorecard
- Calculation of individual scores across each component
- **Key Performance Indicators**
- **Rating Scale guidelines** for each component




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DAY 2

Module 2: Training/ Learning & Development

This module will enable you to provide knowledge in a practical manner with the help of contemporary tools & templates relevant to the Indian Industry. This will ensure that you apply the same to your organization.

Identifying Training Needs

- Designing of **Training Calendar**
- Designing **Training Program**
- **Coordinating & Conducting** Training Program
- **Evaluation** of Training Program
- **Training Feedback**

Module 3: Employee Engagement

This module will enable you understand and execute Employee Engagement Activities in an effective manner.

Concept of Employee Engagement

- **Importance** of Employee Engagement
- Employee Engagement **Activities**
- **Measuring** Employee Engagement

Module 4: Policy formulation & Implementation

This module will enable you to frame different HR Policies as per organizations

- Understanding the **meaning and importance** of Policies
- Understanding the **guidelines** for creating the policies
- Different **stages** of policy formulation
- Creating **HR Policies** such as Attendance, dress code, code of conduct, leave, recruitment, payroll etc.
- How to **implement** the policies in the organization




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DAY 3

Module 5: Labour Acts

This module will enable you deal with the statutory compliances and other HR Admin responsibilities such as attendance management, Overtime claims, Time office etc through the maintenance of forms & Registers as per different labor acts.

Provident Fund & Miscellaneous Provisions Act, 1952

- **Employee State Insurance Act, 1948**
- **Payment of Bonus Act, 1965**
- **Payment of Gratuity Act, 1972**
- **Employment Exchanges Act, 1959**
- **Maternity Benefits Act, 1961**
- **Factories Act, 1948**
- **Bombay Shops & Establishments Act, 1948**
- **Sexual Harassment of Women at Workplace Act, 2013**

DAY 4

Module 6: Fundamentals of Payroll Administration

This module enables you to perform payroll related calculations such as statutory deductions, benefits calculation, IT calculation & CTC designing.

- **Calculation of Provident Fund Contribution**
- **Calculation of ESI Contribution**
- **Calculation of HRA**
- **Calculation of Leave Salary**
- **Leave Management**
- **Leave Traveling Allowance**
- **Income Tax Calculation**
- **CTC Designing**
- **Leave Encashment**
- **Bonus Calculation**
- **Gratuity Calculation**
- **Overtime Calculation**




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DAY 5

Module 7: Payroll Manual (MS-Excel)

Payroll manual process will include the advance excel functions like V LOOKUP, H LOOKUP etc

- **Employee details**
- **Attendance** management
- Calculation of different salary components (HRA, LTA, DA etc)
- **CTC designing as per grades** of employees and company policy
- **Leave records**
- **Statutory deduction**
- **Calculation on bonus, leave encashment, overtime** etc.
- **Generating Pay Slips**

DAY 6

Recruitment

This module will help you understand the process of Recruitment , prepare relevant letters and also design an induction programme.

- **Concept** of Recruitment
- Preparing **Manpower Requisition Form**
- Preparing **Job Description**
- Designing **Ads** for Vacancies
- **OVERVIEW** of Job Portal
- **Calling Script**
- Preparing **Appointment / Rejection** Letters
- Designing the **Joining & Induction** Programme
- Preparing **Job Tracker**.
- Preparing **Terms of Employment**
- **Comparative Study** of Recruitment Process Between Campus, Consultancy, IT Companies & Manufacturing Companies

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Core HR Practical Training

Recruitment:

- Concept, Types, Sources of Recruitment
- Manpower planning, Organisation Chart, structure, hierarchy
- Budgeting, Internal (In-house) External (Third Party) Recruitment.
- Sectors - Manufacturing, IT, ITES, BFSI, Hospitality.
- Sector wise Profiles.
- Portal - Job Posting & Screening
- Vendor management, Invoicing etc.
- Competitive analysis, Headhunting, Job analysis, Gap analysis, salary survey etc. .

Labour Laws :

- Employees Provident Fund & Miscellaneous Act 1952
- Employees State Insurance Act 1948
- Payment of Gratuity Act 1972
- Payment Of Bonus Act 1965
- Maharashtra Professional Tax Act 1975
- Maharashtra Labour Welfare Fund Act 193
- Minimum Wages Act 1948
- Factories Act 1948
- Bombay Shop & Establishment Act 1948
- Contract Labour act 1970


Payroll Processing :

- Salary Structure Designing
- HRA, Bonus, Gratuity, PF, ESI PT, LWF Calculation.
- TDS Calculation
- Leave management
- Payroll Processing Online
- Advance excel Pivot, V - lookup, H - lookup
- MIS - Salary sheet, Overtime, Variance, Bank statement, Payslip generation

Online Form Filling:

- PF challan
- ESI challan
- PT challan
- LWF forms
- Bonus
- TDS




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High End:

- **Background Verification**
- **Joining formalities**
- **Induction & Orientation**
- **Training & Development**
- **HR Letters**
- **HR Policy**
- **HR Audit**
- **Performance Management System**
- **Attrition & Retention**
- **Employee Governance & Employee Engagement**
- **Exit formalities**
- **Full and Final settlement**

Fee - 10000 per candidate (10 Candidates) / 7000 per candidate (15 Candidates)

Duration: 80 - 120 hours




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TRAINING - HR PRACTICES”**




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MODULE 1- RECRUITMENT

- ∞ **Manpower planning as per company business need.**
- ∞ **Manpower Requisition Form as per functional department need. (Practical)**
- ∞ **Simplifying Job description for candidate and recruitment Department.**
- ∞ **Recruitment for different Business Module.**
 - ▶ Budgeted & Non - Budgeted
 - ▶ Bulk Recruitment & Niche Hiring. (Practical)
 - ▶ Mapping & Head Hunting. (Practical)
 - ▶ Technical & Non- Technical Recruitment (Practical)
- ∞ **Job Portals & Social networking sites (ERP , Software,)**
 - ▶ Naukri, Monster, Timesjobs , shine.com (Practical)
 - ▶ LinkedIn, Facebook (Practical)
 - ▶ ATS (Applicant Tracking System) (Practical)
- ∞ **CV Short listing of Candidates (Practical)**
 - ▶ By HR Personnel
 - ▶ By Functional Department
- ∞ **Arranging Interviews (Practical)**
 - ▶ Telephonic Interview
 - ▶ Face-to-face Interview
- ∞ **Background Verification**




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MODULE 2- CORE HR

∞ HR ADMIN (ERP, SOFTWARE) --PRACTICAL

- ▶ Employee Records (Through IT Tools)
- ▶ Attendance Management & Leave Management
- ▶ Drafting Letters
- ▶ Preparing MIS reports (on IT tools)
- ▶ Full & final settlement

∞ LEARNING & DEVELOPMENT (PRACTICAL & MANAGEMENT THEORY)

- ▶ Training need analysis
- ▶ Designing the training calendar
- ▶ Selecting trainers for training program
- ▶ Implementing and Evaluating the training program .

∞ PERFORMANCE MANAGEMENT SYSTEM (MOCK & HYPOTHETICAL SITUATIONS)

- ▶ Performance management techniques
- ▶ Methods & Systems of performance evaluation.
- ▶ Designing the appraisal forms.

∞ ATTRITION AND RETENTION MANAGEMENT (MANAGEMENT THEORY)

- ▶ Attrition and reasons of attrition
- ▶ New methods for retention




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MODULE 3- PAYROLL

(PRACTICAL -- ON PAPER / ON PC / ON SOFTWARE / ERP)

- ▶ Salary components -- Gross salary, Net salary, In hand salary, Taxable salary, CTC, Allowances , HRA , statutory components
- ▶ Designing Salary break up as per offer letter, CTC
- ▶ Different systems used for payroll processing
- ▶ Salary slips preparation
- ▶ Salary Disbursement system -- By Bank Account , By cheque , By cash

∞ STATUTORY COMPLIANCES

- ▶ PF -- PFO, Rules, Forms, Audit, Calculation, PF Challan.
- ▶ PT -- Act in different state, Rules
- ▶ ESI -- Act, Employee benefits, Audit
- ▶ Gratuity -- Act, Role in CTC Design, Employer benefit
- ▶ Income Tax - ITR Filing, Rules, Procedure, Tax Slab.
- ▶ TDS -- Form 16, Investments declarations, exemption on investments, Tax calculation.
- ▶ Payroll Software s -Basic & applications.

POST TRAINING SERVICE & SUPPORT

- ▶ 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.
- ▶ Provide Certificate.




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FOR MARCH-- 2014 BATCH




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Director

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MODULE 1- RECRUITMENT

- ∞ **Manpower Planning**
- ∞ **Manpower Requisition Form**
- ∞ **Preparing Job Description**
- ∞ **Sources of Recruitment**
 - ▶ Internal Recruitment & External Recruitment
 - ▶ Modern Methods & Traditional Methods
 - ▶ Budgeted & Non - Budgeted
 - ▶ Bulk Recruitment & Niche Recruitment
 - ▶ Technical & Non- Technical Recruitment
- ∞ **Job Portals & Social networking sites**
 - ▶ Naukri, Monster, Timesjobs
 - ▶ LinkedIn, Facebook
- ∞ **CV Short listing of Candidates**
 - ▶ by HR
 - ▶ by Functional Department
- ∞ **Arranging Interviews**
 - ▶ Telephonic Interview
 - ▶ Face-to-face Interview
- ∞ **HR Criteria for short listing**
- ∞ **Arranging Interview with functional department manager**
- ∞ **How to Prepare an Offer Letter, Appointment Letter**
- ∞ **Joining & Exit Formalities**
- ∞ **Background Verification**




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MODULE 2- CORE HR

∞ HR ADMIN

- ▶ Employee Records
- ▶ Attendance Management & Leave Management
- ▶ Drafting Letters
- ▶ Preparing MIS reports
- ▶ Coordinating with different departments
- ▶ Full & final settlement

∞ LEARNING & DEVELOPMENT

- ▶ Training need analysis
- ▶ Designing the training calendar
- ▶ Selecting trainers for the training programme
- ▶ Coordinating & executing the training programme
- ▶ Evaluating the training programme


∞ PERFORMANCE MANAGEMENT SYSTEM

- ▶ Performance management techniques
- ▶ Methods of performance evaluation - Unstructured Method, Straight Ranking, Paired comparison, Grading & Checklist, 360 degree, 120 degree
- ▶ Designing the appraisal forms
- ▶ Trait - Focused Performance Appraisal
- ▶ Behavior- Focused Performance Appraisal
- ▶ Conducting the appraisal
- ▶ Evaluating the performance as per appraisal details

∞ POLICY IMPLEMENTATION AND RETENTION MANAGEMENT

- ▶ Attrition and reasons of attrition
- ▶ New methods for retention
- ▶ New policy implementation
- ▶ Change transformation




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- ▶ ESI -- Act, Employee benefits, Audit
- ▶ Gratuity -- Act, Role in CTC Design, Employer benefit
- ▶ TDS -- Form 16, Investments declarations , exemption on investments, tax calculation
- ▶ Income Tax -- ITR filling, Rules, Procedure, tax slab, etc
- ▶ Labor laws -- laws and amendments
- ▶ Factory acts -- Introduction
- ▶ Company act -- Introduction

CORPORATE GROOMING & JOB SUPPORT

- ▶ CV preparation
- ▶ Finding a right job
- ▶ Interview skill
- ▶ Overall grooming - self introduction, body language etc.




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