

P. C. E. T.'s
S. B. Patil Institute of Management
901 – Certification Course for Human
Resource
Syllabus for 2018 – 19

HR Certification: Content of Training Module

We are pleased to suggest *a comprehensive 6 day intensive and practical training programme* on HR Generalist that can be conducted at your institute premises from:

Monday November 12, 2018 to Saturday, November 17, 2018

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

- **Module 1: Fundamentals of Payroll Administration**
- **Module 2: Manual Payroll**
- **Module 3: Performance Management Systems [Incl.PMS Survey and the PMS process]**
- **Module 4: Labour Acts**
- **Module 5: Training and Development**
- **Module 6: Employee Engagement**
- **Module 7: Recruitment**
- **Module 8: Policy formulation**

Detailed Day-wise programme itenary is mentioned below:

PROGRAMME ITENARY:

DAY 1 :Module 1: Fundamentals of Payroll Administration [7 HOURS]

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**
- **Leave Management**
- **Leave Traveling Allowance**
- **Income Tax Calculation**
- **CTC Designing**
- **Leave Encashment**
- **Bonus Calculation**
- **Gratuity Calculation**
- **Overtime Calculation**



DAY 2: Module 1: [Contd]: PAYROLL FUNDAMENTALS EXCEL CALCULATIONS [4 HOURS]

Module 2: Payroll Manual (MS-Excel) [3 HOURS]

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

- Employee details
- Attendance & Leave management
- Calculation of different salary components (HRA, LTA, DA etc) as per CTC
- Statutory deduction
- Generating Pay Slips

DAY 3: Module 3: Performance Management Systems [7 HOURS]

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

DAY 4 : Module 4: Labour Acts [7 HOURS]

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



- **Factories Act, 1948**
- **Bombay Shops & Establishments Act, 1948**
- **Sexual Harassment of Women at Workplace Act, 2013**

DAY 5: Module 5: Training/ Learning & Development [4 HOURS]

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 6: Employee Engagement [3 HOURS]

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**

DAY 6: Module 7: Recruitment [4 HOURS]

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

- **Concept of Recruitment**
- **Process of Recruitment**
- **Preparing Job Description /Job specification**
- **Designing Ads for Vacancies**
- **Preparing Appointment / Rejection Letters**
- **Designing the Joining & Induction Programme**

Module 8: Policy formulation & Implementation [2 HOURS]

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

Time: 10: 30 am to 5: 30 pm on all days

DISCOUNTED FEE STRUCTURE FOR STUDENTS:

- In case of Minimum 4-6 participants, fees per participant would be INR 9, 500 only
- In case of Minimum 7-10 participants, fees per participant would be INR 6500 only
- In case of Minimum 11 and more participants, fees per participant would be INR 4250/- only

Please Note:

1. The above rates are our best discounted rates, considering student participation.
2. Our 6 day programme is a comprehensive programme which will enable students to get practical hands on learning across a broad spectrum of HR modules.
3. All fees must be paid AT LEAST 7 DAYS prior to commencement of programme.
4. Fees is Non-Transferable and Non-refundable.
5. No rescheduling will done for any student in case of absenteeism. Sessions will NOT be repeated.
6. The above programme is a skill development programme. HR Excellence Global will NOT be responsible for placements of students.
7. Exact number of participants may be communicated well in advance.

Programme fees includes:

- *Intense practical and quality Instructor Led training on all days by highly experienced faculties/trainers.*
- *Very intense Course Coverage ACROSS ALL 8 MODULES*
- *High Quality Study Material*
- *Online Templates [Wherever applicable]*
- *Assignments post each module*
- *Assessments and Feedback for each module*
- *Certification of Participation for each student*

For further enquiries or assistance, please feel free to revert.

Kind regards,

R Kumar

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