

P. C. E. T.'s

S. B. Patil Institute of Management

**901 – Certification Course for Human
Resource
Syllabus for 2019 – 20**



Dr.ANURADHA PHADNIS <phadnisanuradha@sbspatilmba.com>

Schedule and Quotation for HR Training

3 messages

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 To: ANURADHA PHADNIS <phadnisanuradha@sbspatilmba.com>
 Cc: Shivani <shivani@hrexcellenceglobal.in>

Thu, Aug 29, 2019 at 8:55 AM

Dear Ms Anuradha,

Greetings from HR Excellence Global, PUNE!!

It was nice reconnecting again.

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:

- **Wednesday, October 9, 2019 to Tuesday, October 15, 2019 [Excluding Sunday October 13]**

Program would typically cover 9 very important functions of the HR domain.

- **Module 1: Fundamentals of Payroll Administration**
- **Module 2: Manual Payroll**
- **Module 3: Labour Acts**
- **Module 4: Performance Management Systems [Incl. PMS Survey and the PMS process]**
- **Module 5: Training and Development**
- **Module 6: Employee Engagement**
- **Module 7: Recruitment**
- **Module 8: Policy formulation**
- ******Module 9: HR Scorecard [FUNDAMENTALS] : New addition**

Detailed Day-wise programme itenary is mentioned below:

PROGRAMME ITENARY:

DAY 1 [Wednesday, October 9, 2019].

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**

DAY 2 [Thursday, October 10, 2019]

Module 1: Fundamentals of Payroll Administration : Continued [2 HOURS]

- **Bonus** Calculation
- **Gratuity** Calculation
- **Overtime** Calculation

PAYROLL FUNDAMENTALS EXCEL CALCULATIONS [3 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 [Friday, October 11, 2019]

Module 3: Labour Acts [7 HOURS]

This module will enable you deal with the statutory compliances

- **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 4 [Saturday, October 12, 2019]

Module 4: 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 5 [Monday, October 14, 2019]

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 [Tuesday, October 15, 2019]



Module 7: Recruitment [3 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

*******Module 9: Human Resource Scorecard FUNDAMENTALS [2 HOURS]**

- **Understanding the role of HR as a Strategic Partner in the organization**
- **Benefits of the HR scorecard**
- **Creating an HR Strategy**
- **Creating an HR Scorecard**

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 6000 only**
- **In case of Minimum 11 and more participants, fees per participant would be INR 5250/- 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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