

P. C. E. T.'s

S. B. Patil Institute of Management

**901 – Certification Course for Human
Resource
Syllabus for 2020 – 21**

REVISED PROPOSAL FOR ONLINE HR Certification: June 21

Dear Ms Anuradha,

Greetings from **HR Excellence Global, PUNE!!**

It was nice reconnecting again.

We are pleased to suggest a comprehensive **7-DAY** intensive and practical training programme on HR Generalist that would be conducted **ONLINE for about 20 students.**

This time the program would typically cover **10** very important functions of the HR domain.

- **Module 1: Fundamentals of Payroll Administration**
- **Module 2: Manual Payroll**
- **Module 3: Labor 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]**
- **Module 10: HR Analytic Fundamentals and role of HR Analytics in PMS, T and D, Payroll & Recruitment [NEW ADDITION]**

PROGRAMME ITENARY:

DAY 1 [Date: To be decided]

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 [Date: To be decided]

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 [Date: To be decided]

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

FORM FILLING

DAY 4 [Date: To be decided]

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 [Date: To be decided]

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 [Date: To be decided]]

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**

[DAY 7 [Date: To be decided]]

MODULE 10: HR Analytics FUNDAMENTALS [7 HOURS]



- What is HR Analytics?
- Importance of predictive HR analytic techniques
- Role of HR Analytics in Payroll
- Role of HR Analytics in Recruitment
- Role of HR Analytics in PMS
- Role of HR Analytics in Training & Development

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

DISCOUNTED FEE STRUCTURE FOR STUDENTS for ONLINE PROGRAMME

- In case of Minimum 20 participants, fees per participant would be INR 5250 ONLY
- In case of less than 20 participants a separate proposal would be sent.

Please Note:

1. HR Analytics Fundamentals has been included in Day 7.
2. We would also be including FORM FILLING in MODULE NO 3 [LABOUR ACTS]
3. The above rates are our best discounted rates, considering student participation.
4. Our 7 day programme is a comprehensive programme which will enable students to get practical learning across a broad spectrum of HR modules, totaling to 53 hours.
5. All fees must be paid AT LEAST 7 DAYS prior to commencement of programme.
6. Fees is Non-Transferable and Non-refundable.
7. No rescheduling will done for any student in case of absenteeism. Sessions will NOT be repeated.
8. The above programme is a skill development programme. HR Excellence Global will NOT be responsible for placements of students.
9. Exact number of participants may be communicated well in advance.

Please feel free to revert in case of any clarifications etc.

Kind regards,

Rajeev A Kumar

Founder, HR Excellence Global

On 2021-02-01 09:07, Dr.ANURADHA PHADNIS wrote:

