

Module 6 : Compensation & Benefits

- Insurance
- Provident fund
- Bonus
- Gratuity
- Rewards

Module 7 : Performance Management

- Self assessment, Annual appraisal, Evaluation techniques, Salary survey
- Kick off Appraisal process on schedule, track progress and manage timely completion of the process
 - Co-ordinate with the different Department Heads about the appraisal cycling.
 - Revise/update the appraisal forms and co-ordinate distributions of appraisal forms.
 - Manage previous year's appraisal of all employees and co-ordinate with Business Manger/ Sr. Mgt in the ratings.
 - As per the budget, prepare the revised compensation figures and send to Sr. Mgt. for the approval.
 - Increments, Compensation review/restructuring/Benefits & Rewards.
 - Necessary Feedback to the employees.
 - Employee Appraisal Analysis and Feed Back.

Module 8: Training & Development

- Introduction about the business, Mapping, Skills Required, New versions, Training methods, Material - Design and Review of the organizations Skill Matrix & Training & Development Policies and Procedures.
- Preparation of Training Calendar.
 - Competency mapping, Culture change management.
 - Post Training Evaluation.

Module 9: Talent Pipeline - Succession Planning

- Career Planning
- Review of the job
- Review of the candidates, shaping and adaptability
- Performance and management

Module 10: Executive HRM

- Industry dispute
- Employee Grievances
- Employee Relationships
- Employee feedback
- Exit Interviews
- Quality Process
- HR Audit, ISO Audit

Module 11: Reports and Records

- Regular coordination with Plant HR Heads to update the information and review. (MRM) Monthly Review Meeting of all departments on company objective
- Preparation of all type of HRIS for HR and Management.

MIS Reports:

- Excel Knowledge (V-LOOKUP, Pivot Table, Freeze panes, Split, Filter etc...)
- Payroll Software, HRMS Software

Course Benefits:

- Learn essentials of HR functions
- Be aware of current talent & job market scenario
- Gain insights into prevailing recruitment best practices
- Understand significance of statutory compliances
- Get a holistic view of HR functions
- Apply knowledge immediately at your job

SPIRO Academy of HR Advantage:

Qualified Trainers with hands on industry experience, Compact-sized batches provide high Trainer-student ratio and quality interaction, Great takeaways - study materials, Live Database, Payroll demo

Course Objectives:

- To provide a holistic view of key HR domains with thrust on contemporary HR practices
- To fill knowledge gaps in practical HR concepts
- To equip you to take on day to day challenges in your HR role
- To add-on bookish knowledge with practical insights into prevailing HR best practices
- Our aim is to groom you as a well-rounded HR professional.

"NO PRIOR KNOWLEDGE OF HR IS REQUIRED END-TO-END TOPICS COVERAGE FROM BASICS TO ADVANCED "

Eligibility:

- For fresher's wanted to get into HR/ starting their careers in HR.
- Pursuing Graduates MBA-HR / MPM / MSW /MLL/ MIPRM / MBS wanted to learn practical HR concepts
- BPO executives aspiring for a HR career.
- Junior-level HR executives.
- Any graduate interested in HR career.

Course Overview:

- PowerPoint Delivery in LCD Projector
- Comprehensive Real-time Examples & Concepts
- Interactive Session Assignments & Assessments
- HR Meet Seminar (Every Month)
- End of course examination (Case Study)
- Course Material / Online Certification Exam.
- All delegates receive appropriate course material/Academy Certification, which usually includes complete course notes, handouts and exercises.

On successful completion of training a certification would be given to you stating that you are a "Certified HR Professional" after which you would be assisted in placements as an in IT, Manufacturing & HR Outsourcing Companies.

Course Duration:

- 60 hrs.
- Week days/Week end batch is available

Testimonials:

"Excellent, All information during this HR training was very informative. Just coming onboard in HR, so all this information was new to me"
Sumesh, Recruiter

"I have recently been attending your Practical Core HR Training and just wanted to say that I think the package is excellent, really easy to use and good value for money"
Jaya Priya, student

Excellent!!! Both presenters were well prepared. Rarely was the HR Training boring. Their deliveries were creative, upbeat and caused me to want to learn and grow. We plan to attend annually for updates in the Practical Core HR area.
Suganya, Hr Executive

ENROLL TODAY TO BECOME A COMPETENT & CONFIDENT HR PROFESSIONAL

TO ENROLL CONTACT:



SPIRO HR - Professional HR Training Academy

1, C.V.R Complex, 3rd Floor, Dr.Singara Velu St,
Pondy Bazzar, T.Nagar, Chennai-17, Tamil Nadu
Hand Phone: 9176 512 512 Phone: 044-4264 12 13
E-mail: info@spirohr.com, www.spirohr.com

PRACTICAL CORE HR TRAINING



SPIRO HR

Professional HR Training Academy

(Unit of Spiro Solutions Pvt. Ltd, Chennai)

Nasscom Listed Company

About Us

The Spiro HR-Professional HR Training Academy Operates under Spiro Solutions Pvt. Ltd. Chennai, which is ISO 9001:2008 Certified Organization, Member of NASSCOM. Its Objective are to Promote Advanced Practical Exposure in Human Resource & Professionalism in Management through the provision of Practical Training, Research, Live Case Studies and development in the various branches in Management.

Spiro HR Professional, HR Training Academy is a duty towards Facilitating Organizational renovation & Managing human side of changes. We help organizations in developing and deploying world-class HRD practices benchmarked with globally successful business and people management strategies. Our consultants have years of consulting experience having worked on projects at every stage of the implementation lifecycle from blueprint to go-live. Our highly skilled and professional staff have worked for clients ranging from Small Medium Enterprises (SMEs) to Large Scale Industries. Similarly our tutors are working consultants with decades of experience. Many of our former students have gone on to become successful Core HR/ Payroll Professionals.

Practical Core HR Training

As additional day-to-day HR decisions are delegated to line management, the role of personnel and training specialists is changing. Aimed at those embarking on a career in HR or taking on new HR responsibilities, this course provides a broad overview of HR issues. To equip the candidates with knowledge and skill in the area of HR to become Competent HR Professionals.

Run by with Practical concepts and gain an overview on the Human Resource Management. Our Academy Training Program develops both the skill and understanding that would help the people with exposure in HR to implement good HR practices effectively in the organization. This Human Resource training course is designed for anyone embarking on a career in Human Resource. Those who already have some Responsibility for advice on HR as part of their role, or who may be taking on that responsibility.

Introduction to Human Resources Course Objectives

At the end of the Human Resources training course participants will be able to :

1. The current and future role of HR specialists
2. Planning for people
3. Handling Statutory Compliances
4. HR Audit
5. Patterns of work in flexible organizations
6. Recruiting and selecting the right people
7. Equality in Practice
8. Training and Development with purpose
9. Performance Management
10. Rewarding Employees
11. Job Evaluation
12. The Ethics of HR
13. The basics of Employment Law
14. The skill set for HR Specialist

SPIRO HR Training Academy - Individual Practical HR Course provides insights into the functional aspects of HR domain. SPIRO HR Academy offers quality Core HR training programs for Working Professional and students who aspire to become HR Professionals. Gain core HR functional knowledge by enrolling in SPIRO Academy HR Practical course.

Course Outline:

Introduction to Practical HRM

1. Manpower Planning
2. Recruitment & Selection
3. Employee On-boarding
4. HR-Legal Compliances Management
5. Payroll Administration
6. Compensation & Benefits
7. Performance Management
8. Training & Development
9. Talent Pipeline - Succession Planning
10. Executive HRM
11. Reports & Records
12. Hiring the Right person - Interviewing Skills
13. Recruitment Best Practices
14. E-Recruitment Online Talent Sourcing (Jobs Portal like Naukri, Timesjobs, Monster)
15. Managing HR Consultants
16. Handling HRIS
17. HR-Legal Compliances PF, ESI, Gratuity, etc
18. Executive Compensation Fixing
19. Essential HR

Complete HR:

(Payroll Administration - HR Generalist - Recruitment & Selection – Statutory Laws – Legal Compliances)

HANDS ON EXPERIENCE IN FOLLOWING MODULES:

Module 1 :Manpower Planning

Organization development – Structure – Planning – Performance “Manpower Planning & organ gram designing along with KRA's of individual employee”.

Module 2 : Recruitment & Selection

Pre Recruitment

Manpower request form - Responsible for recruitment through job portals (Naukri.com), consultant, Headhunting & advertisement Vacancies Using appropriate medium to all positions for corporate, sales & units of proficient manpower base on manpower planning. Screening, evaluating, Short-listing the candidates, arranging interviews of short-listed candidates.

Post Recruitment

Induction of Employees, Offer Letter, Acceptance Letter, Appointment Letter and Completion of all joining formalities. Responsible for maintenance of recruitment data bank.

Module 3 : Employee On-boarding

Welcome an Employee, Introduce Employee (by oral or email. History of Organization, Organization chart, Introduce of Company policies, Do's and Don'ts)

HR activities-Induction & exit interviews:-

Appropriate induction programmes for new member & exit interviews for employees leaving organization for assessing detail reasons to make corrective actions. Introduction with organization background along with current turning and future business planning. All documentation of personnel during joining & relieving along with full & final settlement. Checking major documents with concerned hired company responsible for employer verification.

HR Policies & System Implementation:-

Initiate various HR policies, its designing (Under Guidance of HR Head) and implementation as per need of business objective. Strict adherence of all the policies, standard operating procedures for smooth error free system.

Module 4 : HR-Legal Compliances Management

Labour laws, Shop acts, Salary break up, Time office Management, Pay Slips, Payroll Software (manual) PF, ESI, (Nomination, Declaration, Updates, Contribution, Returns and Challans), Professional tax, Labour welfare, Tamil Nadu shops act

Labour Laws

- Minimum Wages Act, 1948, State-wise
- Payment of Gratuity Act, 1972
- Contract Labour (Regulation and Abolition) Act, 1970
- Factories Act
- Employees State Insurance Act, 1948
- Employee's Provident Fund and Misc. Provisions Act, 1952
- Shop & Establishment Act, 1948
- Workmen's Compensation Act, 1923
- Payment of Bonus Act, 1965
- The Labour Welfare Fund Act, 1953
- Tamil Nadu Minimum HRA Act, 1983

Provident Fund

- Providing PF Reports
- Remittance of Challans
- Preparation & Filing of Monthly returns
- Transfers, Withdrawals and Annual Returns
- Facilitating PF Inspections
- Maintain 3A, 12 A Register
- Monthly P.F. Statement & Register
- Monthly P.F. Return i.e. 5/10 A
- 12 A. Annual Return
- Annual P.F. Slip
- P.F. Inspection Book & Compliance with P.F. Authority compliance related P.F Authority

ESIC

- Filling ESIC returns every half yearly
- Keep the track that each and every new joinees covered under ESIC ACT, should receive the ESIC cards.

Profession Tax

- Providing PT Reports
- Location wise Remittance of Challans
- Preparation & Filing of Periodical returns
- Organizing PT Assessment
- Representing client at PT Hearings
- Shops & Establishment License
- TAX Calculation (Routine Tax Planning) To make Salary Breakup, CTC

Module 5 : Payroll Administration

Labour laws, Shop acts, Salary break up, Time Office Management, Preparation of Payslips, Payroll software (manual)

Time Office Management

- Daily Attendance supervision
- Maintaining Leave Records
- Joining Report
- Time Office Norms
- Time Office Function
- Controlling & Maintaining Muster Roll & Updating & supervision at total time office
- Renewal and Registration of all the required licenses (Branch wise / Location wise) as & when required

Salary Break up:

- Introduction
- Salary slip formation
- Cost to company
- Introduction
- Designing of CTC