

Get certified in HR.

Program	Advanced Human Resources Certification Program
For whom	HR Managers, HR students, SME Business Owners and HR Faculty
Duration	2 days – 14 th and 15 th February 2009 (Saturday and Sunday)
Course modules	<ul style="list-style-type: none"> ▪ Core HR (Recruitment) : Man Power Planning , End to End Recruitment Process , Joining formalities and relieving procedures , Client Management, IT Skills Training to understand the technical requirements ▪ Payroll Salary Processing: Salary Processing , PF ,ESI , Income Tax Legal Acts, Rules, Procedures, Forms, Formats Filings etc , Income Tax and Tax planning of salaried personnel & TDS on professional charges, consultancy charges and on other payments. ▪ HR Generalist Area: MIS Reports, Policy Implementation, Performance Management System, Competency Mapping, Compensation and Benefits Policy and Attrition Issues. ▪ Employee Relationship Management & Exit Interviews ▪ HR Skills : How to conduct Interviews , Motivation / Body Language, Communication Skills , Time Management , Decision Making Skills , Goal Setting & Career Development Assistance.
Other benefits	<ul style="list-style-type: none"> ▪ Advanced course material ▪ Essential soft skills for HR ▪ Certificate ▪ Case studies ▪ Placement assistance
It will help you achieve	<ul style="list-style-type: none"> • The evolving role of HR as a 'business partner' • Changes to work attitudes • Human capital management • Integrated performance management • Policies and procedures • Training and development • Performance management • Pay and reward
Course Fee	Rs.18,000/- (inclusive of service tax, course material and Case studies) Rs. 12,500/- for students