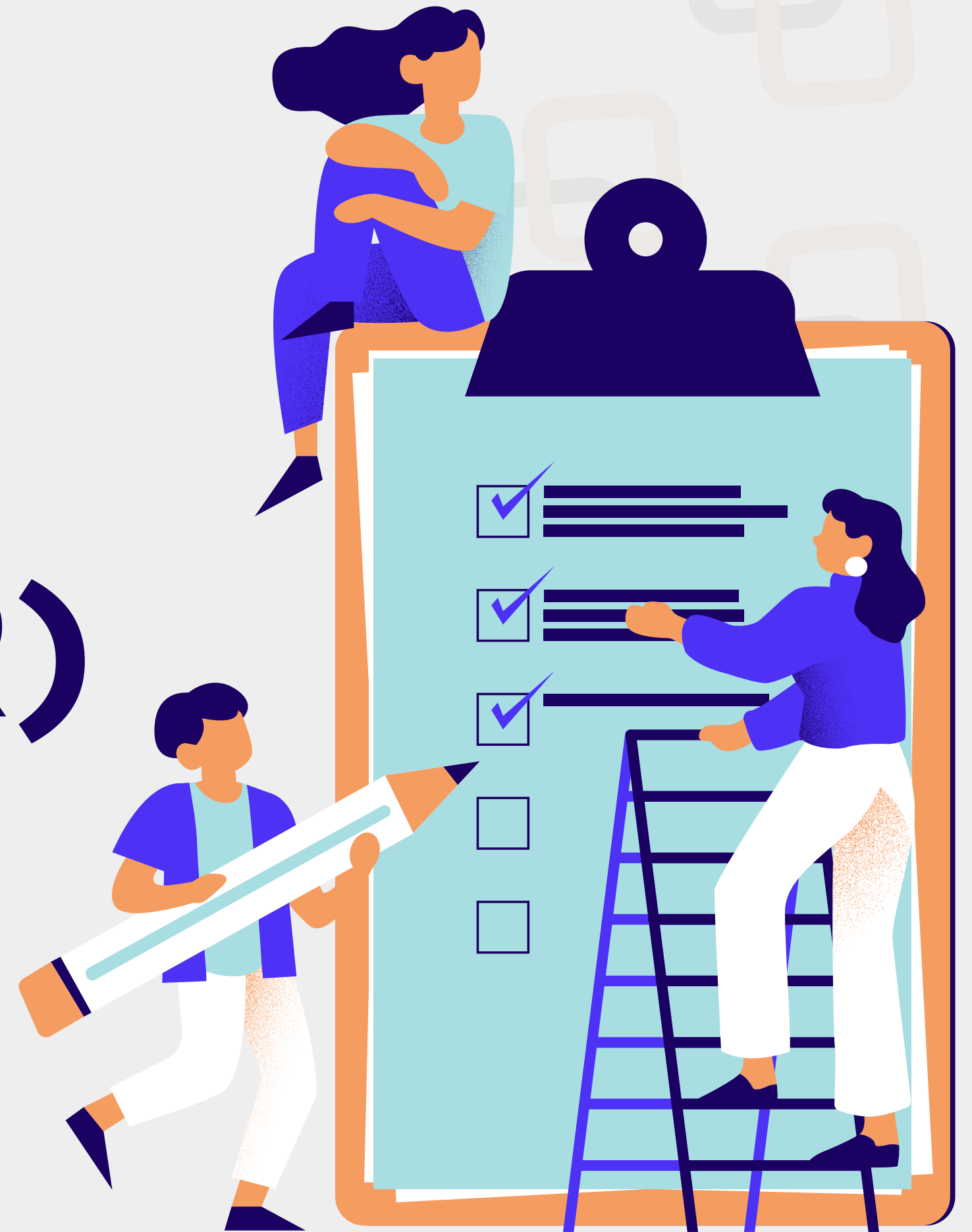




Human Resource (HR)

Certification Course

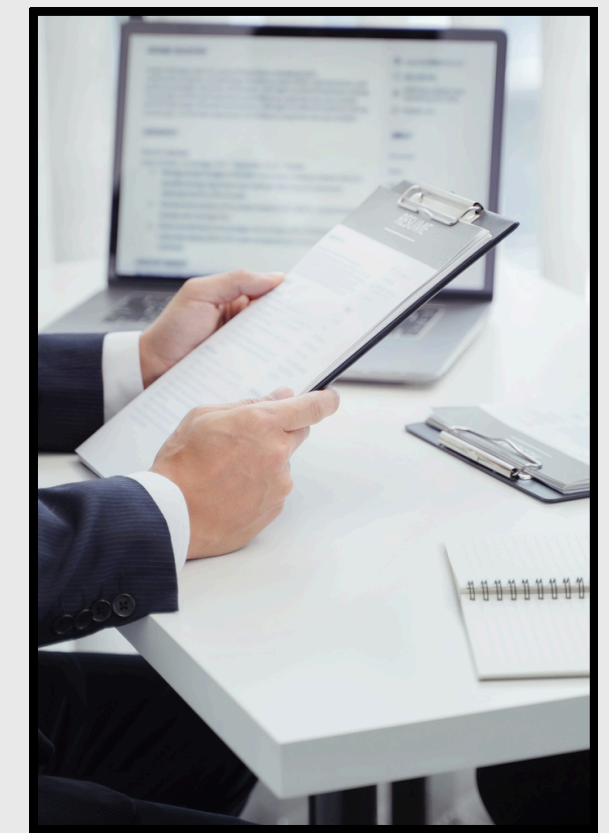
3 MONTH



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Human Resource (HR)

A comprehensive 3-month HR course typically covers a wide range of essential topics, including recruitment and selection, employee relations, performance management, and compensation and benefits. The course may also delve into HR laws and regulations, workforce planning, and training and development. Participants gain practical skills in handling workplace issues, ensuring compliance, and fostering a positive organizational culture, equipping them with the tools to manage and support employees effectively.

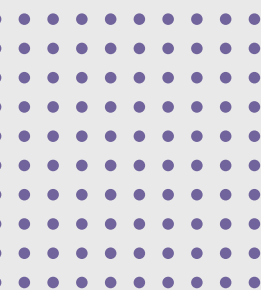


Fundamentals of Human Resource Management (Weeks 1-2)



Module 1.

- Introduction to HR
- HR functions and roles
- HR ethics and professional standards
- Legal compliance in HR





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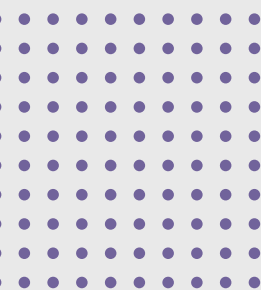
Recruitment and Selection

(Weeks 3-4)



Module 2.

- Job analysis and job description
- Recruitment strategies
- Interview techniques and selection processes
- Onboarding and orientation





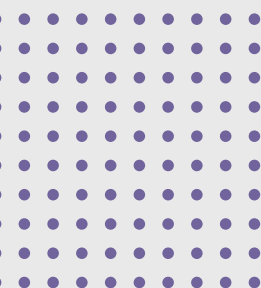
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Employee Relations (Weeks 5-6)



Module 3.

- Employee communication and engagement
- Performance management
- Employee discipline and grievance procedures
- Labor relations and collective bargaining





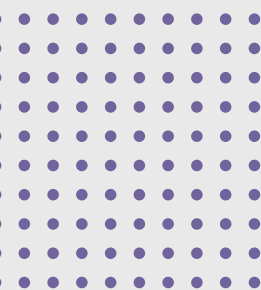
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Compensation and Benefits (Weeks 7-8)



Module 4.

- Compensation structures and systems
- Benefits administration
- Payroll processing
- Incentive and recognition programs



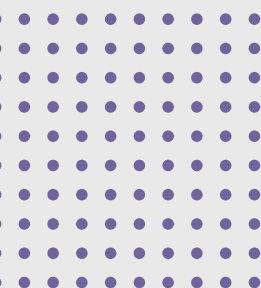


Training and Development (Weeks 9-10)



Module 5.

- Needs assessment and training design
- Delivery methods (classroom, online, on-the-job)
- Performance appraisal and feedback
- Succession planning and talent management



400

53

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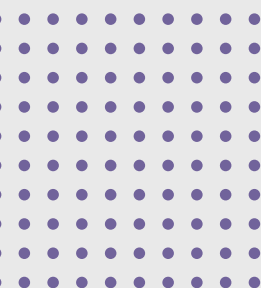


HR Analytics and Technology (Weeks 11-12)



Module 6.

- HR metrics and data analysis
- HR information systems (HRIS)
- Emerging HR technologies (AI, automation)



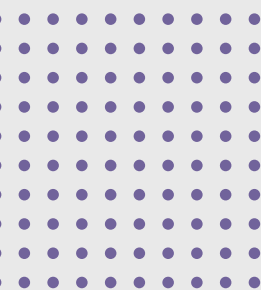


Strategic HR (Weeks 13-14)



Module 7.

- HR's role in organizational strategy
- HR consulting and business partnering
- Global HR and cultural diversity
- Future trends in HR



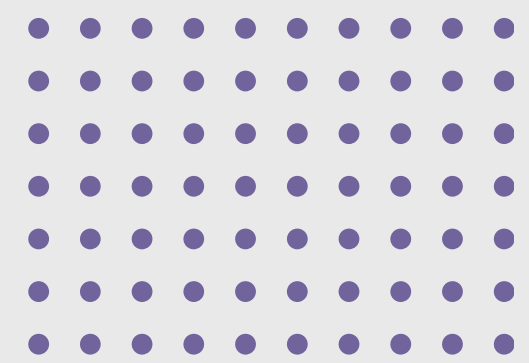
100% Job Placement



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OUR RECRUITER





THANKS!

Do you have any questions?



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