

PROFESSIONAL BENEFITS

- ❖ Counseling for resume revision having a professional approach
- ❖ 100% Placement support
- ❖ Provide updating in Laws as and when amendment by government
- ❖ Post training support provided regarding any HR issues



MODE OF TRAINING

- ❖ Online Video Classes
- ❖ Live Class Room

DURATION OF TRAINING

- ❖ 1 Month (1½ Hours daily) & 13 Days

LANGUAGE

Combination of Hindi and English

AFTER THIS TRAINING

you will be in a position to handle Core HR activities including Statutory Compliance, Designing Gross Salary, CTC, Take Home Salary, Increment/Promotion/Transfer Letters, Employee Engagement, Grievance Handling etc.

CONTACT US

HR Training 'n' Placement Services
71, Gangaur Ghat, Near West Zone Culture Centre,
Udaipur 313001 Rajasthan
Mobile: 90017 49180 Phone: 0294 2412031
E-mail: hr.foundation2011@rediffmail.com
Website: www.hrfoundation.in

Those of you who have had difficulty in Getting Job must attend This Training.

HR FOUNDATION

Presents
First Time in Rajasthan

Practical Training

by

Online Video Classes

in Core HR Functions and Pay Roll Management



Most of the students want to make career in HR but only bookish knowledge is not enough for getting good job.

Practical knowledge

is must which is provided by this Practical Training.

INTRODUCTION

WHAT IS HR FOUNDATION?

WHY THIS TRAINING?

Started HR foundation training program because we felt that the students are not showing their potentiality in front of interviewer because of lack of confidence and they miss the chance of getting right job. And we wish that every student should get right job at the right time for this we have started this training program.

WHAT IS HR FOUNDATION?

HR foundation is only a place in Rajasthan where HR students can know what the HR professional have to do actually. Even they can know which part is strongest of them in HR and they can fix their goal. Mostly students get marks for only pass the examination from mugging up. They mug-up acts (Labor Laws) and everything but they don't know where & how it will be used Practically.

WHY THIS TRAINING?

Companies prefer hiring trained professionals rather than hiring candidates and training them. The Training being imparted at colleges are theoretical in nature and don't prepare you to deal with the practical aspect of work. This is the only Training available for people who are looking to build a successful career in HR.



BENEFITS FROM TRAINING

- ❖ Increase Confidence to Face Interview
- ❖ Develop Communication Skills
 - ❖ Payroll Management
- ❖ Knowledge of Various Laws
 - ❖ 100% Placement Assistant
- ❖ Practical Knowledge of Core HR Function

TRAINING MODULE

(A) Labors Laws (Acts).

- ❖ The Employees Provident Fund & Misc. Act
 - ❖ The Employees State Insurance Act
 - ❖ The Payment of Bonus Act
 - ❖ The Payment of Gratuity Act
 - ❖ Minimum Wages Act
 - ❖ The Payment of Wages Act
 - ❖ The Industrial Dispute Act
 - ❖ The Maternity Benefits Act
 - ❖ The Factories Act
- ❖ Shop & Commercial Establishment Act
 - ❖ Contract Labour Act
- ❖ Employees Compensation Act

Will cover the following aspects for above Acts (Laws)

- ❖ Coverage & Applicability
- ❖ Important Highlights
 - ❖ Compliance Aspects
- ❖ Care to be taken by the Employer to avoid penal consequences

(B) Performance Appraisal Systems like

- ❖ KRA/KPA Based Performance Appraisal
 - ❖ 360° Appraisal Process
 - ❖ 720° Appraisal Process
 - ❖ Balance Score Card
 - ❖ Goal/KRA Setting

(C) Training & Development

- ❖ Identification of Training Needs
 - ❖ Training Need Analysis
- ❖ Preparation of Training Calendar
 - ❖ Training Evaluation

(D) Additionally you get others

- ❖ Time Management
 - ❖ Group Discussions
- ❖ Mock interviews & Individual Presentations
 - ❖ Induction & Orientation
- ❖ Current Trends of HRM / MIS / HRIS
 - ❖ Tips on Interview Questions
 - ❖ Six Sigma / 5 S etc.
 - ❖ Attendance & Leave
- ❖ Standing order / Service Rules
 - ❖ Recruitment & Selection

