



One of the Most Respected HR Training Companies in India Presents Job Oriented HR Generalist Training

More Than 30 Years of HR Training Expertise

Trainees Working At Top MNCs

About Salahkaar Consultants:

- One of the fastest growing Human Resource Training, Advisory & Consulting, Psychometric Testing and Recruitment organizations in Asia.
- Directors and consultants of international repute who have been visiting faculties for several international universities, winner of best HR practices award; and Man of the Year awardee by American Bibliography Institute. Faculty experienced in heading world's biggest HR service companies.
- Exclusive trainers and consultants for several Fortune 500, Global 100 and BT 500 companies.
- HR, HRD, OB, OD and Industrial Psychology solutions that are customized and result-oriented.

For details, visit www.salahkaarconsultants.com

Certified Practical HR Professional (CPHRP)

INTRODUCTION

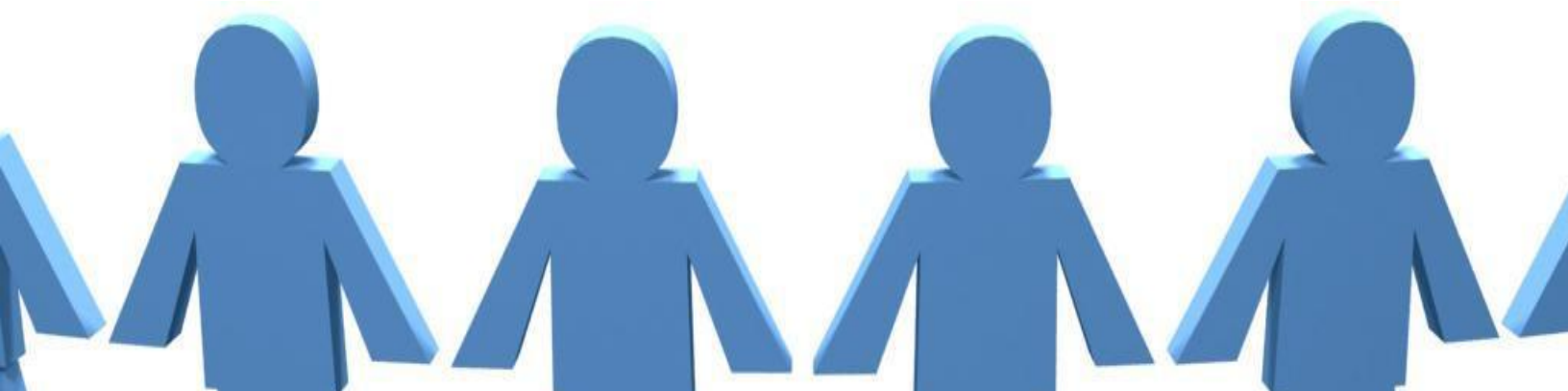
Have you ever thought about how to get the practical skills to handle the core responsibilities of an HR like **recruiting right candidates for an organization, delivering training as a trainer in such a way that the skill of employees get enhanced and they perform better and produce better quality products? Have you thought how to gain HR skills to motivate employees in such a way that they are happy and therefore perform better on the job? Do you know how to do an errorless payroll, manage legal compliances, PF, ESI, Gratuity, designing CTC** and many other generalist functions of HR in an organization?

A high quality experienced professional is needed in today's corporate world. Therefore, candidates with less or no practical HR knowledge in various areas of HR have difficulty in finding a suitable job. We see this quite often. No experience or less than the required variety of experience slows down HR career to a very large extent.

To solve these issues, we have this Practical HR course. As the name suggests, a plethora of practical HR learning is designed to help you learn what people learn after many years of working and hence it will help you outstand amongst the ordinary fresh candidate crowd. All this is needed because a person with raw textbook knowledge is seen as a burden as they seem to be unproductive for a long time. This leads to either lack of opportunity for such candidates or having very usual, low-level jobs. The course intends to break this barrier and help you increase the chances of getting into a good organization with a decent salary.

PROCESS

- Introduction to policies and systems used in the HR departments of MNCs /Fortune 500 companies and globally accepted best systems.
- Exposure to the practical use of matrices, most accepted forms and the like, backed by practical exercises.
- The biggest strength of HR generalist training provided by us is that the candidate does not have to travel to any other city which saves lots of time and money. Candidates can avail training through classroom and by online Virtual Classroom by a webinar mode or video conferencing mode. It is easy to manage these technologies with our help. Thus Candidates enjoy flexibility of time and can take up the training any time that is comfortable for them
- Use of different tools like learning quiz, book reviews, e-groups, etc. to increase the knowledge base.
- Post satisfactory number of sessions, exams for practical use of HR subjects.



Introduction and training on four roles that our HR business partner model has

HRBP's (HR Business Partner) activities include operations management, strategic partnering, employee mediating, and emergency responding

Operations Manager OM

HRBP Operations Manager Activities

- Assessing employee attitudes
- Communicating organizational culture to employees
- Communicating policies and procedures to employees
- Ensuring HR programs are aligned with culture
- Keeping the line updated on HR initiatives
- Tracking trends in employee behaviors

Emergency Responder ER

HRBP Emergency Responder Activities

- Preparing for different situations
- Quickly responding to complaints
- Quickly responding to line manager questions
- Responding to employee needs
- Responding to manager needs

Strategic Partner SP

HRBP Operations Manager Activities

- Adjusting HR strategies to respond to changing needs
- Developing the next generation of leaders
- Identifying critical HR metrics
- Identifying new business strategies
- Identifying talent issues before they affect the business
- Prioritizing across HR needs
- Redesigning structures around strategic objectives
- Understanding the talent needs of the business

Employee Mediator EM

HRBP Employee Mediator Activities

- Managing competing personalities in the organization
- Managing conflict between employees
- Managing conflict between managers
- Responding to organizational changes
- Resolving political problems in the execution of business plans



Program Content

Module-1

Hiring & Induction

1. Introduction to the program "Shooting the Star". Here we train the candidates to identify the top talent from the competitor / market. We make students practice headhunting, advance Internet search, Behavioral Event Interview (BEI) and psychometric testing tools to reach the best candidates.
2. Training on how to do manpower planning for each year.
3. Introduction of systems like Drug Test, Police Record Verification, 360 Degree reference and background check (of all kinds) for new hires.
4. Defining recruitment Process Outsourcing (RPO) model with quality benchmarking and timelines for each activity.
5. Boolean and Internet based search skill training for various industry hiring like IT, Manufacturing, etc.
6. Simplifying things like job description preparation, requisition form filling, recruitment matrices, Turn Around Time (TOT), Gap Analysis and targets, etc.
7. Complete training on job portals like Naukri / Monster, LinkedIn, Facebook, Twitter, YouTube, ATS, etc.
8. CV shortlisting techniques, skill to pull candidates for interview, Offer and Appointment Letter preparation, etc. Sharing of sample letters which can be used in future.
9. For induction process, we train on opening of bank accounts, arranging induction training, etc.

Module-2

Employee Retention

1. This will encompass an introduction to benefits like Employee of the Month, retention schemes, employment bonds, and contracts, etc.

Module-3

Employee Engagement

1. How to conduct employee engagement and employee satisfaction survey and then carry-out implementation of required changes in an organization. It will include Organizational Health Survey using Appreciative Inquiry.
2. The Exit interview process will be introduced.
3. Engagement Calendar: Introduction and practical session on development of Engagement Calendar.
4. A session on how to develop an employee handbook or HR policy manual. This helps in designing the processes followed at all levels of the organization.



Module-4

Performance Management System

1. Session on roles and responsibilities, goal setting, Key Result Area (KRA) / Key Performance Indicator (KPI), Job Description and Standard Operating Procedure use that help to improve the performance of employees.
2. Introducing PMS (Performance Appraisal System).
3. We will also have Career Planning and Succession Planning concepts covered.

Module-5

Training & Development

1. A practical example of skill identification / motivation gaps for recommending training to a particular employee (training need analysis). Analyzing how to develop an Individual Development Plan for each employee as well as for each function and level.
2. Discussion on Training Calendar and its implementation.
3. Post training test and implementation of learning in actual mock training sessions.

Module-6

A. HR IT

1. How to develop an Intranet where all policies and processes will be kept and updated regularly.
2. The Intranet will also display the progress of the company and this will be a communication system for all employees. More learning will be provided for HRIT softwares.

B. Compensation and Benefit

1. Salary document preparation
2. Tax matters study
3. Salary surveys process
4. Understanding salary components, designing CTC, salary processing, attendance system, full & final settlement, professional tax, income tax, TDS, LOP, Overtime (OT) wages, practical exposure on processing salaries by Payroll Software.



C. Statutory Compliances

EPF - Calculations, Various Forms, Challans & Returns * ESI (Employee's State Insurance) - Calculations, Various Forms, Challans & Returns* Gratuity (Central) Act * Equal Remuneration Act * Workmen Compensation Act * various other Legal Acts, Rules & Regulations, Time Office Management and more.

Some labour laws and factory acts.

CERTIFICATION

Successful completion and assessment will lead you to a **certification qualifying you to use the title of "Certified Practical HR Professional (CPHRP)"**

You'll be approved as a **Government certified HR Manager** on paying government exam fees of Rs. 2200 additional.

DURATION

Certified Practical HR Professional (CPHRP) – Three months.
2 hour per day x 3 days x 4 weeks x 3 months = **72 hours training session**

TRAINING MODE

There are three modes of taking the CPHRP course.

1. Classroom: You'll be attending classes.
2. Online: Candidates can avail training through online webinar / web conferencing.
3. Flexible: If it is not feasible for you to attend the class, we give you the flexibility of switching between the classroom and online method. They're both equally engaging.



COURSE FEES

Classroom mode:

Monthly Payment: INR 10,000 (including GST)

Single Payment: INR 25,000 (including GST) - BEST PRICE –For this fees, the credit card interest will not be there. So, you can pay using your credit card and our company will absorb the interest part.

Online mode:

Monthly Payment: INR 5500 (including of GST)

Single Payment: INR 14,500 (including GST) - BEST PRICE –For this fees, the credit card interest will not be there. So, you can pay using your credit card and our company will absorb the interest part.

One time Rs. 2200 additional fees for taking a government-approved exam. After this, you get a govt certificate. This is required for only those candidates, who wishes to go for government certification. Those who wish to do only Salahkaar Certification need not pay this fees. You CV on Monster.com will also show that you are a certified candidate.

Why we are considered as one of the best HR training company in India:

- More than 30 years of experience in various HR Trainings.
- Study material developed by a team of consultants having profile such as visiting professor of Cambridge, head of the India operation once leading HR Service Company.
- We will train you to actually do HR activities without any help. This is the only HR training course which is an ISO certified.
- We run many organisations' HR outsourcing assignments therefore if there is a vacancy, good candidates could be placed at those leading companies and you will have all round generalist core HR work experience as well.
- Our trainees are already working in various companies including TATA group companies.
- We train you on many day-to-day HR activities.

