

PRE CALENDER FOR HR-TRAINING

<u>HOURS</u>	<u>TOPIC</u>	<u>DESCRIPTION</u>
SESSION 1	ORIENTATION	Briefing on Company profile, about the training and course schedule, HR importance in company, career opportunities in HR i.e. designation hierarchy and salary hikes etc. & Queries session
SESSION 2&3	PHASES OF RECRUITMENT PROCESS	Recruitment planning/ identifying the human requirement in company, Job description parameters and J.D. preparation
SESSION 4&5		Sourcing strategies (Job portals briefing and refine searching of Databases, Social media usage, referral hiring, media/ online advertisements, bulk recruitments like job drives etc.)
SESSION 6&7		Resume screening techniques, practical resume screening and discussions on screening observations.
SESSION 8		Short listing of resumes and approaching to candidate through cold calling / email. Telephonic Interview techniques
SESSSION 9		Scheduling the interview & call-letter drafting. Precautions need to take to schedule the interview
SESSION 10		Handling initial rounds of interview (Like written/online assessments, G.D's, Debates, one to one interviews etc.) and assisting in managerial / panel interviews
SESSION 11		Importance of interview status updating to candidate (Selected / Rejected/ Hold) How to disclose to candidate in a proper manner.
SESSION 12		MOCK DRILL
SESSION 13	ONBOARDING	Background verification check techniques (educational, experience, package, personal, criminal) & Salary negotiations (if required) and how to satisfy the employer and candidate with-in the budget
SESSION 14		Documentation & Joining formalities (Letter of Intent/offer, appointment letter, service agreements notice period minimization request to earlier employer,

SESSION 15	ONBOARDING	Induction/ orientation to the new employee on company's policies & procedures, assigning a team
SESSION 16 & 17	ATTENDANCE & PAYROLL MANAGEMENT	Attendance, leave policies (paid & unpaid, Loss of pay). Salary calculation, deductions, Statutory norms i.e. PF & ESI, Generating pay-slips etc.
SESSION 18	PERFORMANCE EVALUATION	Performance evaluation technique's (360 appraisal, score card method etc) Promotion/ subsequent compensation, salary hike policy etc.
SESSION 19	INDUSTRIAL RELATIONS & LABOUR LAWS, GRIEVANCES	Basic awareness on grievances handling, applicable corporate/ industrial laws.
SESSION 20	EXIT FORMALITIES	Relieving process, Termination policies, notice period, exit documentation like issuing relieving letter, experience certificate, full & final settlements.
SESSION 21, 22, 23	PRE-RECRUITMENT SKILLS	Interviewing Skills, Resume writing, Soft & Communication Skills.
SESSION 24 – TILL TRAINING ENDS	POSTING AT CLIENT	Attend Client interviews, ← → exercising on client feedback. Posting at client location