

DIGISNARE TECHNOLOGIES

Human Resource Training



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Human Resources Course Syllabus

Introduction

**Introduction about HR Recruitment: Staffing & Recruitment Process
Training and Development / Succession Planning HR Audit Strategic
Manpower Planning / Budgeting / Workforce Management
Background Check HR Documents**

- **Payroll / Compensation and Benefits**
- **Labor Law / Statutory Compliance**
- **Employee Relationship / Engagement**
- **Attrition Issues & effective retention Policies**
- **Performance management**
- **On-Boarding / Induction - process**
- **Vendor Management**
- **Portfolio Management System**
- **HR Operations**
- **Charts, formats, HRM Software Training**
- **Practical HR: Reports, Pivot Tables**
- **Conflict Management**
- **Supply Chain Management**
- **Change Management**
- **Succession Planning**
- **Competency Mapping**
- **Calculating salary, Income Tax**



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