

HR



HR Generalist



About Course

A human resources (HR) generalist is an employee in the HR department who handles a wide variety of responsibilities. With human capital management (HCM) software rapidly evolving, HR generalists now need technology skills to compliment the traditional duties of the job, such as benefits administration.

HR GENERALIST

CURRICULUM

1

ABOUT HR

Organization Hierarchy and Structure
HR Hierarchy in the organization
HR Division and Functions
Role and Responsibilities of HR

2

COMPETENCY MAPPING

Competency framework and Matrix
Identifying competencies based on Roles
Designing KRAs, KPAs and KPIs
Competency base Recruitment
Mapping competencies to PMS

3

RECRUITMENT AND TALENT ACQUISITION

Current Technique and Practice of Talent Acquisition
Latest Trend to Sources Potential Talent
Creation of job descriptions based on KRAs
Preparing effective manpower Requisition form

**Hands on Experience to work on Job Portal
i.e., Naukri, Times, Indeed etc.**

**Preparing Interview Assessment forms
based on rating and review methods**

Salary Negotiations

Creation of Various HR Letter and Forms

4

ON-BOARDING

Onboarding Technique and Process

**Creating Org Induction Plan & handle
Induction Independently**

New Hire Orientation

Joining formalities and Documentations

Database Management System and HRIS

Maintain Employee Personal file and Records

Handling Employee Grievances and Disciplinary procedure

Critical check points and tracking progress

5

INDUSTRIAL RELATION (HR LEGAL LAW AND COMPLIANCES)

The Minimum Wages Act

Factory Act

Labour Welfare fund

Maternity Benefit Act

Payment of Bonus Act

Payment of Gratuity Act

The Apprentices Act

The Employees' Provident Fund and Miscellaneous Act

The Employee State Insurance Act

POSH(Prevention of Sexual Harassment of Women at Work Place)

Income Tax

Professional Tax

6

PAYROLL

Design CTC of Employees and Define Salary Structure

Statuary Benefits, Compliance and Deduction

Calculation of PF, ESI, Bonus, Gratuity, PT, LWF

Various Statuary forms, Challans and Returns

Income tax- deceleration, TDS calculation and assessment

TDS Certificate and Form 16

Leave, Attendance management and compliances

Salary Processing and Complete Payroll management

end-to-end with hands- on practice on Advance Excel

and Payroll Software

7

TRAINING AND DEVELOPMENT

Identification of Training needs based on defined

KPIs and Competencies

Training process, scope/role of HR and types

TNI forms and tools, skills gap analysis
AIDDIE approach to content development
Measuring training effectiveness and ROI
KirckPatrick model to measure training impact

8 PERFORMANCE MANAGEMENT SYSTEM

PMS reviews, types and methodologies
Understanding Bell Curve approach
360 degree appraisal and feedback system
9Box matrix for performance review
Designing PMS forms and measuring results
PMS assessment and overall rating results

9 ORGANIZATION DEVELOPMENT

HR Transformation- New Emerging Technique
OD and HR role
OD interventions and Ideas
HR role in org development



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