



Human Resources

SYLLABUS

Topics Covered

Introduction to Human Resource Management

1. Definition and Role of HRM
2. HRM Functions and Responsibilities
3. Strategic HRM and Organizational Goals

Recruitment and Selection

1. Workforce Planning
2. Job Analysis and Job Descriptions
3. Recruitment Methods
4. Selection Process and Techniques (Interviews, Assessments)

Employee Onboarding and Induction

1. Importance of Employee Onboarding
2. Designing an Effective Onboarding Program
3. Employee Orientation and Training

Training and Development

1. Importance of Employee Training
2. Learning and Development Strategies
3. Employee Skill Development Programs
4. Career Pathing

Performance Management

1. Setting Employee Performance Goals
2. Performance Appraisal Systems
3. 360Degree Feedback
4. Handling Performance Issues

Compensation and Benefits

1. Salary Structures and Pay Scales
2. Incentives, Bonuses, and Commissions
3. Employee Benefits Programs
4. Payroll Management

Employee Relations and Communication

1. Building a Positive Work Environment
2. Managing Employee Grievances
3. Conflict Resolution Techniques
4. Role of HR in Enhancing Communication

Labor Laws and Employment Regulations

1. Introduction to Key Labor Laws
2. Equal Employment Opportunity (EEO)
3. Workplace Safety and Health Laws (OSHA)
4. Employee Rights and Employer Responsibilities

HR Metrics and Analytics

1. HR Data and Metrics
2. Key HR KPIs (Turnover, Retention, Absenteeism)
3. Using HR Analytics for Decision Making

Employee Engagement and Motivation

1. Factors Affecting Employee Engagement
2. Theories of Motivation (Maslow, Herzberg)
3. Creating Employee Engagement Programs
4. Measuring Engagement

Talent Management

1. Importance of Talent Management
2. Succession Planning
3. Identifying High Potential Employees
4. Retention Strategies

HR Technology and Automation

1. HR Software and Systems (HRIS, ATS)
2. Role of AI in HR
3. Automating HR Processes

Diversity and Inclusion

1. Importance of Workplace Diversity
2. Creating an Inclusive Culture
3. Implementing D&I Programs
4. Addressing Workplace Discrimination

HR Policies and Procedures

1. Importance of HR Policies
2. Developing Company Policies (Attendance, Leave, Discipline)
3. Ensuring Policy Compliance
4. Updating HR Policies

HR Ethics and Corporate Social Responsibility (CSR)

1. Understanding HR Ethical Issues
2. Creating an Ethical HR Framework
3. HR's Role in CSR Initiatives

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