

# HR (Human Resource Management)

## Course Overview

The HR (Human Resource Management) Program is a professional 3-month industry-focused course designed to help students develop modern HR, recruitment, communication, and employee management skills required in today's corporate environment.

This course provides practical training in recruitment strategies, talent acquisition, payroll basics, employee engagement, HR operations, corporate communication, interview handling, and HR analytics. Students will gain real-world exposure through live HR activities, hiring simulations, corporate workflows, and industry-based projects.

The program is ideal for students, graduates, MBA aspirants, job seekers, and working professionals who want to build a successful career in Human Resources and corporate management.

---

## Course Duration

### 3 Months Professional HR Training Program

During these 3 months, students will receive:

- Practical HR training
  - Recruitment process exposure
  - Interview coordination practice
  - Corporate communication training
  - HR workflow understanding
  - Resume & LinkedIn optimization
  - Placement assistance
  - Mock interviews
  - Industry-level assignments
- 

## What Students Will Learn

### Month 1 – HR Fundamentals & Recruitment

Students will learn:

- Introduction to Human Resource Management
- Recruitment Process
- Talent Acquisition Basics
- Resume Screening
- Candidate Shortlisting
- Interview Scheduling
- Corporate Communication Skills

Practical Activities:

- Hiring simulations
  - Resume evaluation
  - Candidate interaction practice
- 

## **Month 2 – Employee Management & Payroll**

Students will learn:

- Employee Management
- HR Policies & Documentation
- Payroll Basics
- Attendance & Leave Management
- Employee Engagement
- HR Operations
- Workplace Ethics

Hands-on Training:

- Payroll calculations
  - HR documentation
  - Employee case studies
  - Team management exercises
- 

## **Month 3 – HR Analytics & Career Preparation**

Students will learn:

- HR Analytics Basics
- LinkedIn Recruitment
- HRMS Tools
- Excel for HR
- Corporate Workflow Training
- Mock Interviews
- Resume Building

- LinkedIn Optimization
- Placement Preparation

Final Projects:

- Recruitment Drive Project
  - Employee Management Case Study
  - HR Workflow Simulation
- 

## Tools Covered

- LinkedIn Recruiter
  - HRMS Tools
  - Microsoft Excel
  - Google Workspace
  - Recruitment Platforms
  - HR Documentation Tools
- 

## Course Benefits

- Practical HR Training
  - Live Recruitment Activities
  - Corporate Workflow Learning
  - Communication Skill Development
  - Placement Support
  - Certification Program
  - Interview Preparation
  - Resume Building
  - Career Guidance
  - HR Operations Exposure
- 

## Certifications & Achievements

After successful completion of the course, students will receive:

- HR Course Completion Certificate
- Recruitment Training Certificate
- Internship Certificate (if applicable)

- Corporate HR Experience
- Practical HR Project Experience

Top-performing students may also receive:

- Excellence Awards
  - Performance Certificates
  - Internship Recommendations
  - Placement Recognition
- 

## Career Opportunities

Students can apply for roles such as:

- HR Executive
  - Recruiter
  - HR Generalist
  - Talent Acquisition Specialist
  - HR Coordinator
  - Payroll Executive
  - Employee Relations Associate
  - HR Operations Executive
- 

## Placement Opportunities

Students can receive placement support for companies such as:

- Accenture
  - Infosys
  - Wipro
  - Tata Consultancy Services
  - Cognizant
  - Capgemini
  - Deloitte
  - HCLTech
  - Tech Mahindra
  - Amazon
-

# Why Choose This Course?

This course is ideal for:

- students
- graduates
- MBA aspirants
- job seekers
- working professionals
- career switchers

who want to build professional HR skills, corporate communication abilities, recruitment expertise, and practical industry knowledge with placement-oriented training and real corporate exposure.