

Human Resource Certification Program

Course Curriculum: Your 24-module Learning Plan

<https://www.Hireyy.com>

About Hireyy

Hireyy is a leading e-learning platform providing live instructor-led interactive online training. We cater to professionals and students across the globe in categories like Big Data & Hadoop, Business Analytics, NoSQL Databases, Java & Mobile Technologies, System Engineering, Project Management and Programming, Finance, Accounting, and Human resource. We have an easy and affordable learning solution that is accessible to millions of learners. With our students spread across countries like the US, India, UK, Canada, and many others, we have built a community of over 14000+ avid learners across the globe.

About Course

Hireyy's Human Resource online program will help you gain expertise in HR operations, talent acquisition, compensation & benefits planning, job analysis, learning and development, and employee engagement. This Human Resource training and placement course is a gateway towards your career as a Human Resource with mock interviews and references for the 4 super organizations.

Powered Companies



Introduction to HR Operations

- Introduction to some HR agreements/contracts
- Offer letter
- Appointment letter
- Terms of employment, Bonds
- Contracts and service agreements
- Background verification
- Joining formalities
- Leave Management

Talent Acquisition

- Organisational Planning
- Human Resource Planning
- Staffing – workforce planning
- Case study – manpower planning
- Recruitment – concepts and strategies
- Trends in recruitment
- Selection process
- Selection test design

Compensation & Benefits Planning

- Introduction to C&B planning
- Designing compensation plans
- Factors affecting C&B planning
- Internal equity, External equity , Individual equity
- Salary slabs, Pay Parity, Median
- Flexible structures, Survey studies
- Salary trends, Emerging trends
- Optimisation of compensation
- Reduction of compensation turnover – case study
- Strategies for reducing compensation turnover
- Point plan method

Job Analysis

- Introduction to job analysis
- Methods of job analysis
- Stakeholders in Job analysis
- Sources of data
- Job data segregation
- Job descriptions and job specifications
- Creation of job descriptions and job specifications

Learning & Development

- Introduction to Learning & Development
- DNA of training – KSA
- Four levels of Skills Development
- Types of learning programs
- Approaches to training
- ADDIE Model (An introduction to the phases
- Analysis
- Design
- Development
- Implementation
- Evaluation (Criteria of evaluation, Methods and Kirkpatrick's Model)

Employee Engagement

- Introduction to employee engagement
- Need for employee engagement
- Factors affecting employee engagement
- Meeting human needs through employee engagement
- Understanding and measuring absenteeism
- Understanding and measuring attrition
- Employee engagement surveys
- Employee engagement and other functions in HR