



***Certified Human Resource Management
Professional***

Level 1 – BASIC

Duration – 1 Month

Enhancing Human Capital

**A program to help participants understand Human Resource
Practices**

A Competency based H.R intervention



C.H.R.M.P Certificate Credentials:

Accredited to: Year 2013-14



, Houston, Texas, U.S.A

Rated No 1 HR Certification in India: Year 2012 & 2014



Featured In Best Consultant Zone: Year 2011, 2013 & 2014



by



and



Education Excellence Award: Year 2011 – 12, 2013 -2014





Learning Program Plan

Certified Human Resource Management Professional				
Introduction and Orientation				
Introductions and Welcome	To give participants an overview of the Training Program and communicate behavioural parameters while in training. Allow participants to set ground rules	<ul style="list-style-type: none"> Setting the context Participant Issues 	ILT	1 hour
Understanding Human Behaviour – Personality Styles				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Personality Styles	To enable trainees to understand fundamental components of human behaviour drives through personality styles.	<ul style="list-style-type: none"> Initiation to MBTI Data Gathering: Sensing to Intuitive Decision Making: Thinking to Feeling Orientation: Perceiving to Judging Energy Source: Introvert to Extravert Leader worksheet 	ILT	4 Hours
Training and Development				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Training and Development	Employee Development and Enhancement of Human Capital	<ul style="list-style-type: none"> Understanding Training & Development Importance of Soft Skills Training Training Methodologies Training Measurement Training Evaluation Managing Training Delivery 	ILT	4 Hours
Selection and Recruitment				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Selection and Recruitment	To enable trainees to understand how to Get the Best Employees	<ul style="list-style-type: none"> Staffing -- Workforce planning Staffing -- Recruiting Staffing -- Outsourcing (having services and functions performed by non-employees) 	ILT	4 Hours



Selection Design	To enable trainees to understand how organization design Selection Processes	<ul style="list-style-type: none"> • Selection Process • Standard & Objective tests • Types of Tests • Selection Design 	ILT	4 Hours
Behavioural Interviewing/ Probing and Conversational Skills	To equip participants with strategies and skills to elicit relevant information and details during the process of an interview.	<ul style="list-style-type: none"> • Selection Dilemma • Selection Errors • Behavioral Interviewing Skills • Skill Practice • Evidence Gathering • Funnel Model • STAR • Probing • Types of Questions 	ILT	4 Hours
PRACTICALS	JOB SITES	<ul style="list-style-type: none"> • Profile Searching • Job Postings • Quick & Advance Search • Generating Reports • Assignments • Call Flows 	ILT	4 Hours
Contracts				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Agreements & Negotiations & Joining Formalities	To introduce participants to Agreements and help them understand the process of Negotiation; and also to discuss various joining formalities.	<ul style="list-style-type: none"> • Offer & Appointment Letters • Negotiations • Vendor Agreements • Negotiations • Labour Law • Employee Database Management 	ILT	4 Hours
General HR				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
HR Policies, Design & Implementation	To enable participants to formulate, update and implement HR policies for an Organization.	<ul style="list-style-type: none"> • Importance • Creating Culture • Vision, Mission Values • Designing • HR policies • Design • Implementation • Up gradation • Exercise • Laws Associated • Framing of Policies • Mistakes • Policies Industry Specific 	ILT	4 Hours



Job Analysis & Competency Mapping				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Job Analysis & Competency Mapping	To enable trainees to understand aspects of Job Analysis and Competency Mapping.	<ul style="list-style-type: none"> • Job Analysis • Sources of Data • Job Data • Job Descriptions and Job Specification • Job Design • Competency Mapping • Competency Development • Competency Based Job Descriptions 	ILT	4 Hours
Appraising and Managing Performance				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Performance Management and Appraisals	To enable trainees to understand Performance Management and Performance Appraisals	<ul style="list-style-type: none"> • Performance Management • Performance Appraisal – Types and Techniques • Feedback Mechanism • Performance Appraisal System • MBO • KRA, KPA, KPI 	ILT	4 Hours
HRIS Software Practical				
Human Resource Information Systems (HRIS)	To enable participant understand how data is managed using HRIS	<ul style="list-style-type: none"> • HRIS introduction • Importance • Practice • Video Session • Different Logins • Functions • Managing Information • Practice • 	ILT	4 Hours
Compensation Benefit & Payroll				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Compensation & Benefits Planning	To enable participants to understand Compensation & Benefit process.	<ul style="list-style-type: none"> • Planning • Importance • Designing Compensation • Salary Trends • Emerging Trends • C& B Planning • Salary Structures • Equity Planning 	ILT	4 Hours



Compensation & Benefit & Payroll	To enable participants to understand Compensation & Benefit process.	<ul style="list-style-type: none"> • Statutory Compliances • Non Statutory Compliances • Basic, HRA, P.F, ESI, Gratuity, Bonus, LTA, PT, I.T Calculations • Designing Salary Slips • Tax Exemptions • Payroll 	ILT	4 Hours
Leave Policy & Payroll Practical's	To enable participants to understand the process of granting Leaves.	<ul style="list-style-type: none"> • Scope • Coverage • Types of Leaves • Process • Designing Holiday List • Functions – Numerical, Text, Logical • Advance Excel 	ILT	4 hours
Employee Engagement				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Employee Relations (ER)	To enable trainees to understand fundamental components of Employee Relations.	<ul style="list-style-type: none"> • Traditional Concept of Employee Relations • Objective of Employee Relations • Understanding Hierarchy Needs • Employee Relations in relation to Performance • Fun at Work • Culture and Values • Job Satisfaction & Absenteeism • Attrition & Retention • Exit Interviews & Employee Surveys • Employee Branding 	ILT	4 Hours
Personal Development				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Placements Meet and Resume Workshop	To communicate Placement procedure to the participants and help them prepare their Resumes.	<ul style="list-style-type: none"> • The placement process and rules • Resume Structure • Master Resume: The purpose and content • Customized Resume: The need to have customize • Haves and Have Nots in a Resume 	ILT	4 Hours



Communication Skills				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Effective Communication	To help the participants Communicate Effectively at their work places.	<ul style="list-style-type: none"> • Basic facts about communication • Communication: A two way process • Verbal Behavior • Tools of Effective Communication • How to use these tools • Feed back loop 	ILT	4 Hours
Business Etiquette				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Business Etiquette	To equip participants with various Etiquettes required as professionals.	<ul style="list-style-type: none"> • Understanding the need of having professional etiquettes. • E-mail etiquettes • Telephone Etiquettes • Attire • Dining etiquettes • Grooming 	ILT	4 Hours
Team Building				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Team Building	To enable trainees to enhance their understanding on working in Teams.	<ul style="list-style-type: none"> • Individual vs Team Work • Team Dynamics • Handling Team Conflicts • Winning in Teams 	ILT	4 Hours
After Action Review and Wrap up				
Topic	Learning Objectives	Focus Areas	Methodology	Duration
Learning Check and Implementation Plan & CHRMP Certification Exam	To enable trainees to consolidate what they have learned and come up with a plan of implementation in their day to day lives	<ul style="list-style-type: none"> • Learning Check workshop • Consolidation exercise • Implementation roadmap • Action steps 	ILT	1 Hour
CERTIFICATION EXAM				