



HUMAN RESOURCE

ELEVATE HR TRAINING INSTITUTE, PUNE

Get Certified in

Core HR Mastery Certification

HR TRAINING SYLLABUS

- Recruitment
- Employee Record
- Attendance and Payroll
- Training and Development
- Performance Management System (PMS)
- Employee Engagement
- HR Policies
- HR Letters
- HR MIS Report
- Full and Final Settlement



RECRUITMENT

- Identifying the Hiring Need ●
- Creating a Job Description (JD) ●
- Sourcing Candidates ●
- Screening & Shortlisting Candidates ●
- Conducting Interviews ●
- Background & Reference Check ●
- Offering the Job & Negotiation ●
- On- boarding & Joining Process ●



EMPLOYEE RECORD

- Pre-Employment
- Employee Record Creation
- Post-Employment Record Management
- Health & Safety Records
- Compliance & Legal Records
- Separation/Termination
- Record Retention
- Record Access and Reporting



ATTENDANCE AND PAYROLL

ATTENDANCE

- Time and Attendance Tracking
- Leave Management
- Monitoring Attendance
- Reconciliation and Approval

PAYROLL

- Payroll Data Collection
- Payroll Calculation
- Payroll Review
- Payment Processing
- Payroll Reporting
- Post-Payroll Actions



TRAINING AND DEVELOPMENT

- Training Needs Analysis (TNA)
- Define Training Objectives
- Design the Training Program
- Implementation of Training
- Evaluation & Feedback
- Continuous Improvement



PERFORMANCE MANAGEMENT SYSTEM (PMS)

- Planning & Goal Setting ●
- Performance Monitoring & Continuous Feedback ●
- Performance Evaluation & Review ●
- Development & Improvement Plans ●
- Reward & Recognition ●
- Performance Improvement Plans (PIPs) for Low Performers ●
- Documentation & Future Planning ●
- Continuous Improvement & System Upgrades ●



EMPLOYEE ENGAGEMENT

- Understanding Engagement Needs
- Set Clear Goals & Strategy
- Build a Positive Work Culture
- Employee Recognition & Rewards
- Career Development & Growth Opportunities
- Enhance Work-Life Balance & Well-being
- Regular Engagement Check-ins & Feedback Loops
- Measure & Improve Engagement Continuously



HR POLICIES

- Identify the Need for a Policy ●
- Research & Benchmarking ●
- Draft the Policy Document ●
- Review & Approval Process ●
- Communicate & Implement ●
- Monitor Compliance & Address Issues ●
- Regular Review & Updates ●



HR LETTERS

Identify the Purpose of the HR Letter

- Salary & Compensation Letters
- Leave & Absence Letters
- Separation & Exit Letters
- Legal & Compliance Letters

Draft the HR Letter

- Standard HR Letter Format
- Introduction
- Main Details: Terms, conditions, instructions, or approvals.
- Conclusion: Next steps or acknowledgments.

Review & Approval

- Who Approves



Issuing the HR Letter

Documentation & Record-Keeping

- Store copies of all HR letters in employee files.
- Maintain records in HR software (e.g., Workday, Bamboo HR)
- Ensure confidentiality for sensitive letters (termination, salary, warnings).
- Offer & Appointment Letters → Permanent record
- Salary & Promotion Letters → 5-7 years
- Termination Letters → 3-5 years (as per labor laws)

Follow-Up & Next Steps

- Offer letters, follow up with joining formalities.
- Salary changes, update payroll records.
- Resignations or terminations, initiate the exit process.

HR MIS REPORT

Identify the Purpose of the Report

- Employee Data & Demographics Reports
- Attendance & Leave Reports
- Performance & Productivity Reports
- Compensation & Payroll Reports
- Recruitment & Attrition Reports
- Compliance & Legal Reports

Collect & Organize HR Data

- Data Sources



Choose the Right Report Format & Structure

Analyse & Interpret Data

Generate & Share Reports

Take Action & Improve HR Processes

- High Attrition → Conduct Exit Interviews & Improve Employee Engagement.
- Low Training Completion → Make Training Mandatory & Offer Incentives.
- Payroll Errors → Automate Payroll Processing for Accuracy.

Review & Update HR MIS Reports Regularly



FULL AND FINAL SETTLEMENT

- Employee Exit Initiation
- Clearance Process
- Final Dues Calculation
- Payroll & Tax Processing
- Approval & Payment Processing
- Issuing Relieving & Experience Letters
- Exit Feedback & Record-Keeping



ADMINISTRATION

- Security Management ●
- Housekeeping Management ●
- Office Maintenance Responsibilities ●
- Canteen Management ●
- Travel booking Arrangements ●
- Transportation Arrangement ●
- Stationary and Pantry Material Management ●



Fees Structure for this course

One Time - **9999/-**

2 installment - 6k+6k = **12000**

3 installment - 5k+5k+5k = **15000**

Registration fees 5k , its included in fess

(We will provide notes for study)



After course you will get certificate

THANK YOU