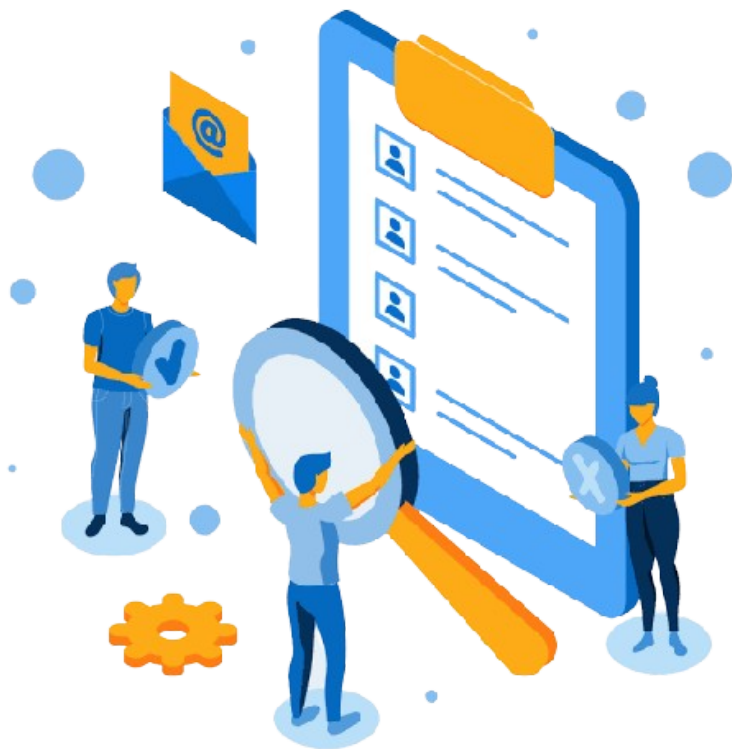




THE
AMBITIONHUB
Where learning never stops

The Ambition Hub is a professional certification institute that offers HR certification, Digital Marketing, Soft skills, Business Analytics, Data Analytics, Graphic Design, UI/UX, Spoken English and Personality Development.

HUMAN RESOURCE GENERALIST



The HR generalist course unlocks the keys to successfully navigating the dynamic world of human resources from talent acquisition to fostering harmonious workplaces this immersive program empowers you to shape thriving organizations and elevate employee experiences.



KEY FEATURES



100% PLACEMENT ASSURANCE

Industry-aligned course and exhaustive curriculum and unlimited call supports till your placement for achieving your dream job



IT PROFESSIONAL TRAINERS

IT professional trainers offer expertise, guidance, and industry insights, empowering you for success in IT careers.



LIVE PROJECT BASED TRAINING

Industry-standard tools provide complete walk throughs for two live projects, offering hands-on experience to each candidate



MOCK INTERVIEW PREPARATION

Continuous mock interviews enhance preparation, all owing unlimited practice to better understand and improve our performance.

TOOLS COVERED



MS EXCEL





Module 1 HR Recruitment

Introduction to HRM

- Human Resource Management
- Functions of HRM
- Roles of HR Department
- Roles of Human Resource Professionals

Manpower Planning

- Manpower Planning in Organization
- Manpower Planning Process
- Manpower Planning Form

Recruitment

- Recruitment Methodologies as per Organization Requirements
- Recruitment Process
- Job analysis
- Job Description Preparation
- Screening of Resume
- Communication with Job Seekers



Module 2 Compliance

Employee Relations

- Employee Engagement
- Communication Strategies
- Conflict Resolution Techniques
- Handling Disciplinary Actions

Performance Management

- Including Setting Performance Goals
- Conducting Performance Evaluation
- Providing feedback and coaching to employees

Training and Development

- Training needs analysis
- Instructional Design
- Training Delivery Methods
- Evaluating Training Effectiveness

HR Ethics and Professionalism

- Confidentially
- Handling Sensitive Information
- Conflict of Interest
- Maintaining Professional Relationships

HR Policies and Compliances

- Policy Development
- Employee Handbook
- Legal Compliance
- Ethical Considerations in HR

HR Operations

- HR Letters(Offer Letters, Appointment Letter, Appraisal Letter, Relieving Letter, Salary Certificate, Experience Letter)
- Induction(Induction Planning, Implementation of Induction Programme)
- Joining Formalities
- Background Verification
- Performance Appraisals
- Exit Formalities
- Attendance and Leave Management



Module 3 Payroll

Payroll Management

- Introduction to Payroll Management
- Statutory Compliance and Labour Laws (PF, ESIC, PT, Gratuity, LWF, Minimum Wage Act, Minimum Bonus Act)
- Attendance and Leave Report (Payable Days, LWP Calculation)

- Salary Components (Basic, DA, HRA, TA, MA, Special Allowances)
- Payroll Processing (Gross, Net Pay, CTC, Calculation of White and Blue Collar Employees)
- TDS (Taxable Income, Exception Scheme 80c, 80D, 80E, 80EE, 80G Etc., Income Tax Calculation)
- Full and Final Settlement (Unpaid Salary, Leave Encasement, Gratuity Settlement, EPS)
- Pay Slip Formation
- Payroll Forms (Investments Declaration, Form 16, Form 12B)
- Payroll Report



Certification Courses



Resume Building

Duration

- **45 Days**
- **Weekdays and Weekend Batch Available**

Mode

- **Offline**
- **Online**



Eligibility Criteria



- **Any Graduate**
- **Any Post Graduate**
- **BBA (HR)**
- **MBA (HR)**



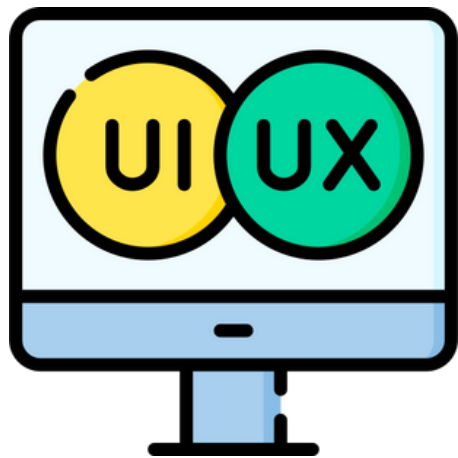
OPPORTUNITY



- **HR Generalist Executive**
- **HR Recruitment Executive**
- **HR Admin Executive**
- **HR Payroll Executive**
- **HR Generalist Manager**
- **HR Recruitment Manager**
- **HR Payroll Manager**
- **HR Manager**



OUR OTHER COURSES



**UI / UX
DESIGNER**



**DIGITAL
MARKETING**



**SPOKEN
ENGLISH**



**BUSINESS
ANALYTICS**



SOFT SKILLS

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