

Human Resource

Month 1: Fundamentals of HR Management

Week 1: Introduction to Human Resource Management

- Overview of HRM functions and responsibilities
- The strategic role of HR in organizations
- Current trends and challenges in HRM

Week 2-3: Recruitment and Selection

- Job analysis and design
- Recruitment strategies and channels
- Interviewing techniques and candidate assessment

Week 4-5: Employee Relations

- Building positive employee relations
- Conflict resolution and grievance handling
- Employee engagement and satisfaction

Week 6: Performance Management

- Setting performance expectations and goals
- Performance appraisal methods
- Providing constructive feedback and coaching

Month 2: HR Development and Legal Compliance

Week 1-2: Training and Development

- Identifying training needs
- Designing and delivering training programs
- Talent development and succession planning

Week 3-4: Compensation and Benefits

- Designing competitive salary structures
- Employee benefits and perks
- Legal considerations in compensation

Week 5: Legal Compliance in HR

- Understanding employment laws and regulations
- Compliance with labor standards

- Workplace diversity and inclusion

Week 6: HR Metrics and Future Trends

- Key HR metrics and analytics
- Using data for decision-making in HR
- Emerging trends in HR management