

HR Management Certificate Course Modules & Scheduling - Duration 6 Months

		Govt. of India Recognized Startup	Online Live Program	Sat - Sun	2 Hour Daily	
S.No.	Training Category	Sub Category	Benefit	Job Options	Number of Module	Training & Testing Pedagogy
1	Introduction & Profiling	Self Awareness	Develop ability to Introspect, analyze and accept ones thoughts actions & feelings, recognizing ones need & desire	Class / with peer group/ professional Gatherings	1	Stage presentation/Practical through Laptop/Projector
		Strength & weaknesses	Ability to know ourselves, Our Character, Likes,dislikes	Helpful to recognize Stress, Under Pressure, Interpersonal relationship or developing Empathy.	1	Documentation & Explanatory format
		Profiling Documentation	Document to follow the Strength & Weakness, correct or add value time to time.			Participative/Written Documents
2	English Communication Skills / Public Speaking	Verbal & Listening Skills	Able to express ourselves/Listen to understand & respond not to react	Class / with peer group/ professional gatherings	6	Stage Presentation/Participative / Concept Clarification
		Body Language	Support the Verbal with Body Language	In all walks of Life/Professional Environments	1	Presentation & Role Play
		Writting Skills	Improved Grammar /Tenses/Part of Speech	Mail/Documents/Notes	1	Practice sets/Media
3	Unlimited Scope of HR Management, Competitiveness & Job Opportunities	Sectors for HRM in Demand: Top HR Consultancy, Service Industry, Education, Banking, Real Estate, BPO, Health Sector,MSME, ect.	Manpower planning, recruitment, selection, placement, transfer, promotion, training and development, layoff and retrenchment, remuneration, incentives, productivity etc.	HR Manager/ Public Relationship Manager/ Admin Manager/Corportae Training Manager/Corportae Communication Manager/Counselor	2	Online Live Presentation/Case Study/Test Practice Sets
4	Staffing & Selection	staffing process: recruitment and selection.	Understanding about how to Formulate a Startegy/ Current Market Scenario	Staffing Manager/ Off Role Manager	6	Online Live Presentation/Case Study/Test Practice Sets
5	Compensation & Benefits	compensation, job evaluation and compensation/ evaluation systems	Competitive Pay Packages/Poaching Effect on current Employees salary/Analysis & Adjustments	Compensation Manager / Well Being Officer/Knowledge Manager	6	Online Live Presentation/Case Study/Test Practice Sets
6	Performance Mngement	process and procedures used in developing reliable and valid standards, criteria, and evaluation mechanisms	Overall Performance of the Employee/ Performance Appraisal deployment & Design/ Unbiased Approach	HR Analytics Manager/ Performance Manager	4	Online Live Presentation/Case Study/Test Practice Sets
7	Human Resource Development	Employee training and development, specific skill deficiencies and to new skills anticipated to be needed by the organization	Identification of Skills Gap/Training Need/outsourcing/Inside Training etc.	Corportae Communication Manager / Public Relationship Manager/ Training Manager	6	Online Live Presentation/Case Study/Test Practice Sets

8	Future HR Role & Responsibility	Declining productivity, substantial demographic shifts, changing employee attitudes and expectations, innovation technologies, and government regulations	Evolving Business Environment/ New Job Roles & Millennial Workforce Management	Placement Consultants/Placement Officer/ HR Processing Officer	6	Online Live Presentation/Case Study/Test Practice Sets
9	HR Role Expansion	Counseling, Well Being Consultants, Public Relationship, Freelance Skills Trainer etc.	Career Counseling/Stress Management/Health of the Employees/New opportunity	Admin Officer/ Well Being Officer/ Safety Officer	6	Online Live Presentation/Case Study/Test Practice Sets
10	Strategic HR	All Business Accumen Sales/Marketing/Operations/Finanace etc.	Growing Competition & HR Roles	Startegic HR Manager/ Branch HR Manager/Unit HR Manager	4	Online Live Presentation/Case Study/Test Practice Sets
11	Group Discussion & Presentation Skills	Power Point Skills/Presentation Techinque	Powerful presentation as a Professional	In all Professional Forums/Classes/ Competition	2	Online Live Presentation/Case Study/Test Practice Sets
12	Computation & Reporting Skills	MS XL skills/Data Analysis	Learn Data Interpretation/ Graph Analysis	Every professional Job require to present reports	2	Stage presentation/Practical through Laptop/Practice Sets
13	E-mail Skills	Types of e-mails, Gmail/Company mails/etc.	Basic need to communicate in a professional Environment/Digital literacy	Understanding of the Subject & Text/Every professional Job require this skills	1	Stage presentation/Practical through Laptop/Practice Sets
14	Self Confidence Building	Personality Traits/Role Plays	Start Believing in your self	All Walks of Life either in Personal or Professional will be useful	2	Stage Presentation/Role play / Case Studies
15	Problem Solving Skills	Mind Mapping Technique	Solve any problem by finding the root cause of the problem	Be practical with personal or professional problem and find solutions	1	Participative/Solve Individuals problem/Practice Sets
16	Stress Handling	Transactional Analysis/Emotional Intelligence	Minimize the Stress & learn to respond rather than react	Minimize day to day stress for better decision making	1	Stage presentation/Practical through Laptop/Practice Sets
17	General & Life Skills Management	Develop Sixth Sense/ Manage day to day Issues/Practical Tips	Handle Difficult Situation in Easy Manner/ Solve Problems of your Own	Better Coordination	1	Stage presentation/Practical through Laptop/Practice Sets

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		Sub Category	Benefit	Usage	Number of Module	
18	Business Initiative/New Ideas	Structured Proposal/Entrepreneurial Mindset	Be a contributor towards the business by taking Initiative & new Ideas	Solve day to day business issues	2	Role play / Case Study/Presentations
19	Sales & Marketing Management	Sales Functioning/ Marketing P's & C's/Advertisement, Role of HR In Sales & Marketing	Expertise in understanding companies Sales & Marketing Functioning	Sales HR/Consultancy/ Outsourced HR Manager	8	Role play / Case Study/Presentations
20	Financial Management	Overall understanding of the Financial management, Role of HR in Cost Cutting	HR as a Cost Benefit Unit	Strategic HR Manager	8	
21	Quantitative Techniques	Dat to day operations/ Time Management/Priority, Role of HR in Operations	Understanding for urgent/Important/Emergency Services	HR Operations Manager	8	Role play / Case Study/Presentations
22	Industry Experts (CEO/HR/Channel heads etc.)	Open Forum / Practical Interactions)	Understanding about Real working environment	Networking opportunity for the Future Growth/Mind Set developments	4	Role play / Case Study/Presentations
23	Team Handling & Conflicts	Learn Team Management	Be a team Player/ Lead Team from Front/Motivate your Team	In all the Team work/Professional Environment	2	Role play / Case Study/Practice Sets
24	Job Role/Interview Skills	CV Preperation/ Pre & Post Prepeartion of the Interview	Understanding of the Job role to perform better during Job & beyond	In all kind of Jobs its applicable	3	Participative/Solving Individuals problem/Practice Sets
25	Digital Profiling & Networking	Use of Networking Platforms	Connect with the Mentors/HR/Employers	Learn to create profile/Improve your brand value	1	Participative/Solve Individuals problem/Practice Sets
	Total				96	Feedback/Certification

Test your Management Skills Score

	Which Statement is True or False about you ?	TRUE (A)	FALSE (B)
1	Sometimes Lack of Self Confidence	-5	10
2	Lack of Professional Communication Skills	-5	10
3	Lack of Public Speaking or Difficulty in Thought Expression in Front of Others	-5	10
4	Sometimes Fear From Others, What others will think ?	-5	10
5	Lack of Proper Decision Making Skills	-5	10
6	Lack of Logical & Emotional Problem Solving Skills	-5	10
7	Lack of Presentation & Analytical Skills	-5	10
8	Lack of Leadership & Team Responsibility Skills	-5	10
9	Fear from Interview Pressure or Difficulty in Handling Rejections	-5	10
10	Missing Proper Professional Skills Training in School or College days	-5	10
	Total Score = (A + B), if less than 50, Immediate Action Required !		

YoungSkilledIndia (A Govt. of India recognized Startup, DIPP 1656)

" Individual Confidence Development is Our First Priority!"

Incubated At: MCIIE - IIT BHU, Office: Opp. PNB Bank (Ravidas Gate), Lanka, Varanasi

Helpline Number : 8009321506

Faculty						
	1. Prof. Rekha Prasad (Ex-Faculty Institute of Management Sciences - Banaras Hindu University, Varanasi) (Program Director)	2. Prof. R. K. Lodhwal (Faculty Institute of Management Sciences - Banaras Hindu University, Varanasi)	3. Prof. P V Rajeev (Faculty Institute of Management Sciences - Banaras Hindu University, Varanasi)	4. Prof Ashish Bajpai (Faculty Institute of Management Sciences - Banaras Hindu University, Varanasi)	5. Guest Experts (CEO/HR/Marketing/Channel Heads) will also interact on time to time basis to prepare students as per industry need.	6. Niraj Srivastava (CEO & Founder , Young Skilled India, Ex-TATA/NESTLE/SABMILLER Alumni - IIMC)
	Quantitative Techniques (Statistics Methods for Decision Making, Operations Research,	Human Resource Management	Financial Management	Marketing Management		Sales & Marketing, Professional & Life Skills

* Terms & Conditions Applicable