Wissen Business English Institute
Human Resource Course Structure

Unit Code	SU Code	Unit/Sub Unit Name	Duration (60 days)
Unit 1.0		Introduction to Talent Acquisition (Recruitments and Selection)	7 days
	U1.1	What is Talent Acquisition? Why Should it be focused?	
	U1.2	Recruitment methods and forms	
	U1.3	Matrix and Dashboard	
	U1.4	Bold Recruiting and Methods for recruiting professionals	
	U1.5	How to write JD and postings?	
	U1.6	How to search resume, Headhunting and screening?	
	U1.7	Recruitment branding and its methods	
	U1.8	Recruitment and selection • Examine the role of HRP within the management of people at work • Forecast your workforce requirements • Carry out a complete job analysis • Recruit professionally • Conduct competency-based interviews • Confidently select the right candidates • Offer the position to the candidate with the best-fit • Learn and practice the full hiring process	
	U1.9	Pre-Employment Process	
	U1.10	Steps involved in Offer to joining process	
	U1.11	Back-Ground Screening and process	
	U1.12	Interviewing skills • Interview structure • Developing a person specification • Selection methods • Planning prior to the interview • Implications of the Equality Act • Body language • Questioning techniques & Competency questions • STAR questions • Giving feedback	
Unit 2.0		Human Resource- Operations	14 days
	U2.1	How to write offers and Appointment letters?	
	U2.2	Induction Process and Methodology	
	U2.3	What is the importance of HR Policies, SOP's and SLA's?	
	U2.4	How to write Policies, SOP's and SLA's?	
	U2.5	What is HRMIS and MIS? Its Importance.	
	U2.6	PMS and Appraisal Process and steps	
	U2.7	Competency Mapping process	
	U2.8	Succession Development and how it should be controlled and managed	
	U2.9	Probation Process and Importance	
	U2.10	Promotion and Demotion	
	U2.11	Organizational effectiveness thru hierarchical methodology	
	U2.12	Job Descriptions, KRA, KPI and Goal writing- The Smart way	
	U2.13	HR and Employer branding, Retention Strategies	

	U2.14	HR as Motivator	
Unit 3.0		Training & Organizational Development and Management	6 days
	U3.1	Definition of Training and OD. Its Purpose	
	U3.2	Why Training?	
	U3.3	How should a training be organized. The steps involved	
	U3.4	Training Annual Calendar	
	U3.5	How to do Employee Survey? Its tools and assessment	
	U3.6	Internal Vs External Training. Its effectiveness.	
	U3.7	Training and Organizational program feedback and analysis	
	U3.8	Training Management and Techniques	
	U3.9	How is OD useful? Why should it be implemented? How often?	
	U3.10	Training leading to Retention- Competency Assessment. - Improve the business focus of training - Improve the satisfaction level of the board, line management and trainees - Ensure training has a practical impact on your business - Get better value for your money - Develop results, behaviour and learning objectives for training programmes - Improve the level of transfer of learning to the job - Give learners the knowledge and skills which will change their behaviours positively - Maximise the learners' engagement and application of the training - Enhance internal policies on evaluation - Measure and report the impact of your training programmes to justify financial outlay - Identify the behaviour, learning and reaction objectives for a training programme to match your business objectives. - Measure and state the results at each level - Identify the full costs and benefits of a programme - Describe the evaluation process	
Unit 4.0		Payroll and Statutory Compliance	7 days
	U4.1	What is Payroll? Why is it so important?	
	U4.2	Manual Vs Software processing- Which is easy and confidential?	
	U4.3	Components of Payroll	
	U4.4	How to calculate Payroll and its components. The Complete Processing	
	U4.5	How is Compensation and Benefits linked to Payroll	
	U4.6	What are the statutory Components?	
	U4.7	How should we deal with Statutory obligations?	
	U4.8	How to manage Payroll and Statutory?	
	U4.9	Payslip, Attendance, Leave Management- Payroll Processing	
	U4.10	Employment Laws and Obligations to take into account for pay rolling.	
	U4.11	The IT Act and its implementation	
Unit 5.0		Employee Relations and Engagement- The very backbone for retention	10 days
	U5.1	Employee Morale and Development	
	U5.2	Workplace Diversity and Management	

	U5.3	Employee Communication	
	U5.4	Staff and Volunteer Relationship	
	U5.5	Event management and its importance	
	U5.6	Workplace wellness Initiatives	
	U5.7	Keeping the Right people.	
	U5.8	Stay Interview process	
	U5.9	Exit Interview and feedback	
	U5.10	Work place Etiquettes and Dynamics	
	U5.11	Working atmosphere and its strategies	
	U5.12	Workplaces that work	
	U5.13	Professional Development	
	U5.14	One-One interaction and its steps- Very useful tool	
Unit 6.0		Strategic Management- HR	14 days
	U6.1	HR Planning - What Is Strategy and Why Is it Important? - The Three Big Strategic Questions - What Do We Mean By 'Strategy'? - Key Elements of a Successful Strategy - Strategy and the Quest for Competitive Advantage - Why Is Strategy Important? - The Managerial Process of Crafting and Executing Strategy - The Strategy Making/Strategy Execution Process - Types of Strategic Objectives Required - The Company's Strategy Making Hierarchy	
	U6.2	Budgeting	
	U6.3	Organizational Framework - Corporate and Business Level Strategies - Functional and Operational Level Strategies - What Does Strategy Implementation Involve? - Evaluating a Company's External Environment - The Components of a Company's Macro-Environment - Key Questions Regarding the Industry and Company Environment - PEDSTL and the Five Forces Model of Competition - Impact of Industry Forces on Strategy - Common Types of Industry Driving Forces - Key Factors for Competitive Success	
	U6.4	How to manage Conflicts and Resolutions?	
	U6.5	Compensation and Benefits- Strategies to retain	
	U6.6	Rewards and Recognitions- Total Rewards Process	
	U6.7	Inter Department process planning	
	U6.8	How to Manage Performance and its implications of growth	
	U6.9	SWOT Analysis- Individual, Team, Department and Company wise	
	U6.10	HR Dashboard and Metrics- The Matrix	
	U6.11	Leadership Development and Management	
	U6.12	Leadership Transition- How When and Why? In what Scenarios?	

	U6.13	Grass Root Governance- The process and Techniques	
		• Evaluating a Company's Resources and Competitive Position	
		• Situational Analysis: Key Questions	
		• Competencies versus Core Competencies versus Distinctive Competencies	
		• Identifying Resource Weaknesses and Competitive Deficiencies	
		• Role of SWOT Analysis in Crafting a Better Strategy	
		• Building an Organization Capable of Good Strategy Execution	
		• Crafting versus Executing Strategy	
		• Who Are the Strategy Implementers?	
		• Putting Together a Strong Management Team	
		• Building Core Competencies and Competitive Capabilities	
	U6.14	Performance Planning, Management and Effectiveness- Total Process	
	U6.15	Organizational Effectiveness	
		• Matching Your Organizational Structure to Your Strategy	
		• Managing Internal Operations	
		• Lining Up Your Resources Behind the Drive for Good Strategy Execution	
		• Establishing and Instituting Policies and Procedures that Facilitate Strategy Execution	
		• Adopting Best Practices and Striving for Continuous Improvement	
		• Building Information and Operating Systems that Proficiently Support Your Strategy	
		• Tying Rewards and Incentives to Strategy Execution	
		• Guidelines for Designing an Effective Compensation System	
		• Corporate Culture and Leadership	
		• Initiating a Corporate Culture that Promotes Good Strategy Execution	
		• Leading the Strategy Execution Process	
Unit 7.0		Change Management	1 day
Unit 8.0		General HR Activities	1 day
		• File Management	
		• Organization Chart	
		• Bands and Levels	
		• Joining Process and Management	
		• Buddy Process	
		• HR Administration	
		• Document Management	
		• Work Place Decorum and maintance	