

# HR GENERALIST



## CURRICULUM

### ABOUT HR

- Organization Hierarchy and Structure
- HR Hierarchy in the organization
- HR Division and Functions
- Role and Responsibilities of HR

### COMPETENCY MAPPING

- Competency framework and Matrix
- Identifying competencies based on Roles
- Designing KRAs, KPAs and KPIs
- Competency base Recruitment
- Mapping competencies to PMS

### RECRUITMENT AND TALENT ACQUISITION

- Current Technique and Practice of Talent Acquisition
- Latest Trend to Sources Potential Talent
- Creation of job descriptions based on KRAs
- Preparing effective manpower Requisition form
- Hands on Experience to work on Job Portal i.e., Naukri, Times, Indeed etc.
- Preparing Interview Assessment forms based on rating and review methods
- Salary Negotiations
- Creation of Various HR Letter and Forms

### ON-BOARDING

- Onboarding Technique and Process
- Creating Org Induction Plan & handle Induction Independently
- New Hire Orientation
- Joining formalities and Documentations
- Database Management System and HRIS
- Maintain Employee Personal file and Records
- Handling Employee Grievances and Disciplinary procedure
- Critical check points and tracking progress

### INDUSTRIAL RELATION (HR LEGAL LAW AND COMPLIANCES)

- The Minimum Wages Act
- Factory Act
- Labour Welfare fund
- Maternity Benefit Act
- Payment of Bonus Act
- Payment of Gratuity Act
- The Apprentices Act
- The Employees' Provident Fund and Miscellaneous Act
- The Employee State Insurance Act
- POSH(Prevention of Sexual Harassment of Women at Work Place)
- Income Tax
- Professional Tax

## PAYROLL

- Design CTC of Employees and Define Salary Structure
- Statuary Benefits, Compliance and Deduction
- Calculation of PF, ESI, Bonus, Gratuity, PT, LWF
- Various Statuary forms, Challans and Returns
- Income tax- deceleration, TDS calculation and assessment
- TDS Certificate and Form 16
- Leave, Attendance management and compliances
- Salary Processing and Complete Payroll management end-to-end with hands- on practice on Advance Excel and Payroll Software

## TRAINING AND DEVELOPMENT

- Identification of Training needs based on defined KPIs and Competencies
- Training process, scope/role of HR and types
- TNI forms and tools, skills gap analysis
- AIDDIE approach to content development
- Measuring training effectiveness and ROI
- KirckPatrick model to measure training impact

## PERFORMANCE MANAGEMENT SYSTEM

- PMS reviews, types and methodologies
- Understanding Bell Curve approach
- 360 degree appraisal and feedback system
- 9Box matrix for performance review
- Designing PMS forms and measuring results
- PMS assessment and overall rating results

## ORGANIZATION DEVELOPMENT

- HR Transformation- New Emerging Technique
- OD and HR role
- OD interventions and Ideas
- HR role in org development

Partners :



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E-mail: [info@ducatindia.com](mailto:info@ducatindia.com)

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### NOIDA

A-43 & A-52, Sector-16,  
Noida - 201301, (U.P.) INDIA  
Ph. : 0120-4646464  
Mb. : 09871055180

### GURGAON

1808/2, 2nd floor old DLF,  
Near Honda Showroom,  
Sec.-14, Gurgaon (Haryana)  
Ph. : 0124-4219095-96-97-98  
Mb. : 09873477222-333

### GREATER NOIDA

F 205 Neelkanth Plaza Alpha 1  
commercial Belt Opposite to Alpha  
Metro Station Greater Noida  
Ph. : 0120-4345190-91-92 to 97  
Mb. : 09899909738, 09899913475

### GHAZIABAD

1, Anand Industrial Estate,  
Near ITS College, Mohan Nagar,  
Ghaziabad (U.P.)  
Ph. : 0120-4835400...98-99  
Mb. : 09810831363 / 9818106660  
: 08802288258 - 59-60

### FARIDABAD

SCO-32, 1st Floor, Sec.-16,  
Faridabad (HARYANA)  
Ph. : 0129-4150605-09  
Mb. : 09811612707