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ADVANCED HR MANAGEMENT COURSE CURRICULUM

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Here is what they say about INVENTATEQ.

If you are looking for an in-depth knowledge in HR, then definitely this is the place with professional trainers having experience in every concept of human resource management and development.

HARI

Joining this institute has given me a lot of insight and training on Human Resource Management activities. It is an excellent place to learn and grow and the people are very friendly and self-motivated which inspires you to learn every day. I thank Inventateq for their support and guidance.

DIVYA

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I am Amit Agarwal and I do feel Happy to tell that the HR training Course that has been given to me has made me competent enough to crack the JOB interviews in a MNC Companies

AMIT AGARWAL

From an Expert trainer I have learnt Payroll and recruitment process in Inventateq Bangalore.

MEGHNA

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12,409+ Success Stories

Here is what they say about INVENTATEQ.

Very best institute for HR training in Bangalore, best institute for payroll training also, good faculty in explaining they are friendly with students and so helpful as they are charging reasonable tariffs, very intelligent faculty with industry knowledge.

ASHISH KUMAR

Good infrastructure with well trained professionals. And most important they provide very good Job opportunities for freshers MNC's like Capegemini, Deloitte, Mindtree etc regularly hire fresher and experienced people from here.

DEEPTI

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One of the best institutes for learning HR and payroll In Bangalore. Inventateq provides services at an affordable price environment is so good and the faculties are highly experienced in their teaching profession .thay explains in an proper manner which can be easily understood.

SANTHOSH KUMAR

It was a great time in the classroom. I learned practical things which I need to know and this is going to help me in the future. The course structure was designed in such a manner that it's covering all the areas of the HR. This will help to become an effective HR manager. ALL THE BEST.

ANIL KUMAR

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TRAINING PROCESS

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Detailed Course Syllabus

TABLE OF CONTENT

HR MODULES

1	RECRUITMENT
2	PAYROLL MANAGEMENT
3	GENERALIST

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01. RECRUITMENT

1.1. Identify Man Power Requirement in Organisation

1.2. Planning (Timeline, Recruitment Plan, Screening Criteria, etc)

1.3. Preparing Job Description

1.4. Post and Promote Job Openings

- I. Internal Sources
- II. External Sources

1.5. Review Applicants and Screening Process

1.6. Interviews Conducting

- I. Types of Interviews
- II. Interview Rounds
  - a) Telephonic Rounds
  - b) Video Calling
  - c) Face to Face Round
  - d) Group Discussion
  - e) Written Test
  - f) Panel Interview Round

1.7. Salary Negotiations

1.8. Background Check/Verifications

1.9. Selection Process

1.10. Job Offering (Offer Letter)

1.11. Hiring (Joining Formalities/Appointment Letter)

On Boarding Process

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02. PAYROLL MANAGEMENT

2.1 Payroll Process Introduction

2.2 Salary Components (Breakups)

- I. Fixed Earning Components
- II. Variable/Supplementary Salary Components
- III. Other Benefit Components
- IV. Statutory Compliance Components
- V. Other Deduction Components

2.3 Attendance Collections

2.4 Leave Track Maintenance

2.5 Receiving Additional Salary Inputs

2.6 New Joinee and Exit Salary Process (Full & Final Settlement)

2.7 Validating the Inputs (Cross Checks)

2.8 Employee Database Maintenance

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2.9 Calculating Payable days & Earnings

2.10 Statutory Compliance

- I. Minimum Wages
- II. PF
- III. ESIC
- IV. PT
- V. TDS
- VI. LWF

2.11 Income Tax Calculation

2.12 IT Exceptions

2.13 Gratuity Calculation

2.14 Salary Registers Preparation

2.15 Invoice Generation

2.16 Salary Distributions

2.17 Generating Pay Slips/Salary Slips

2.18 Statutory FORMS

2.19 Record Maintain/MIS Reports

03. GENERALIST

3.1 Induction Program
3.2 Joining Formalities
3.3 Exit Formalities
3.4 Employee Retention
3.5 Employee Attrition
3.6 Employee Turnover
3.7 Training and Development Program
3.8 Policy Enhancement
3.9 Grievance Handling
3.10 Performance Management
3.11 Performance Appraisal System
3.12 Rewards and Recognition Program
3.13 Employee Engagement Activities
3.14 Motivation
3.15 Organization Culture & Discipline
3.16 Job Analysis
3.17 Compensation Managements
3.18 Human Resource Information System
3.19 HR Challenges
3.20 Management Information System

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Call us : 080 - 42108236
Mail Us: inventateq.btm@gmail.com

MARATHALLI

No.43, 3rd Floor, Marathahalli, from Old Brand Factory towards Old Airport,Next to Axis Bank,
Bangalore, Karnataka
Call us: 080 - 42024661
Mail Us:
inventateqq.marathahalli@gmail.com

JAYA NAGAR

No. 16, 2nd Floor, 11th Main Road,
Jayanagar 4th 'T' Block,
Next to Jayanagar Head Post-office,
Bangalore – 41.
Call us: 080 - 41502315
Mail Us:
inventateq.jayanagar1@gmail.com

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RAJAJI NAGAR

No. 18, 2nd Floor, Mahakavi Kuvempu Rd, near Navrang Theatre Road, Opposite to Nethradhama Hospital MKK Road, 1st Block, Rajajinagar, Bengaluru,KA-560010.
Call us 080 - 41713019
Mail Us:
inventateq.rajajinagar@gmail.com

KALYAN NAGAR

No. 509, 4th Main, Kammanahalli Main Rd,
HRBR Layout 3rd Block, HRBR Layout,
Kalyan Nagar, Bengaluru, Karnataka 560043
Near McDonald's, Opposite to Petrol Bank and Aptech
Bangalore, Karnataka 560043.
Call us +91-6366644707
Mail Us: inventateq.kalyannagar@gmail.com

CHENNAI

Velachery main road, No 2, 11th Main Road, G1 Es El En Manasarover, Vijaya nagar Opposite to Grand Mall, Near Chennai Silks, Next to Venkateswara Super Market, VELACHERY, Chennai, Tamilnadu-600042
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