



## HR Generalist Training Course Content

### 1. STATUTORY COMPLIANCE, COMPENSATION AND BENEFITS

- PF, ESI & PT
- Payroll
- LEAVE CALCULATIONS
- LABOUR LAWS
- INCOME TAX
- FAQ

### 2. HR GENERALIST AREA

- MIS Reports
- Policy Implementation
- Performance Management System
- Competency Mapping
- SWOT Analysis
- Employee Engagement / Employee relation
- Retention Management

**Head Office & Training Centre**

**178, 1<sup>st</sup> Floor, Jai Appt, Commercial Wing, Sector 9, Rohini, Delhi-85  
Opposite Pillar No. 418, Near Rohini West Metro Station**

**9958-38-19-38 – 9899-154-127**

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## 3. CORE HR

- Man power planning
- Process and Responsibilities
- Recruitment
- Joining Formalities and settlement process
- Responsibility – Exit Interviews – Reports & formats.
- Induction / Training and Development
- HR Jargons
- Management games and ice breakers
- Group Discussions
- Role play
- FAQ / FUT / Mock interviews and Team presentations
- Discussion on Typical / logical interview Questions

## 4. PROFESSIONAL BENEFIT (End to End Career Solutions)

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