



# MAINSTREAM INSTITUTE

## (Practical Core HR Training)

Welcome to the Knowledge center to achieve the greatest asset in your career..

Mainstream Institute(ISO 9001:2008) is a prestigious leading training organisation being located In Nayapalli, Bhubaneswar.

Conducting Two Weeks HR workshop with us to you give hands on experience on.

1. Recruitment
2. H R Generalist Areas
3. Payroll (Salary Processing)
4. Soft Skills
5. Practice on Software Application(SAP HR, Tally Payroll Accounting)

We provide complete Practical oriented Training with Real time exposure through our industry experience with excellent course material including handouts, forms, formats for each and every Topic and we discuss case studies and real time circumstances.

### Course Details

#### 1. Statutory Compliance List, Compensation & Benefits

- Labor Laws
- PF
- ESI
- Profession Tax
- Statutory Acts, Rules, Procedures, Forms, Formats Filings etc
- Designing CTC and salary break up and discussion on compensation and benefits
- Payroll processing supported by Real time exposure to the Pay roll software
- Income Tax and Tax planning of salaried personnel
- TDS on professional charges, consultancy charges and contract payments

With all these you'll be in a position to design CTC, design Gross Salary breakup with regard to minimum wages act, Income Tax exemptions and other related labour acts.

You'll have in-depth knowledge on all the areas of PF, ESI, PT. Payroll structure, Calculations Forms, Formats & Due dates etc., including Income Tax, TDS & Tax Planning for employees upto Form 16 & Form 16 A.

#### 2. HR Generalist Area

- **MIS Reports** - Advanced Excel reports with shortcut keys and formulas, i.e. —Pivot Table, Goal Seek, splits & freeze panes Auto & Advanced filters, vlookup which is used to prepare MIS Reports.(Basic Macros will be discussed)
- **Policy Implementation** - Reasons and benefits -- Tips to draft policy manual / Employee hand book -- Discussion on common industrial policies -- Sharing policies of top companies.

**ENROLL TODAY TO BECOME A COMPETENT & CONFIDENT HR PROFESSIONAL**

**N5/46, Nayapalli, Bhubaneswar, Ph-0674-6099922, 7504424342, [www.mainstreaminstitute.com](http://www.mainstreaminstitute.com)**



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- **Performance Management System** - Complete system of appraisal evaluation -- 360° appraisal process -- reverse appraisals -- discussion on Balance score card -- Introduction to value chain analysis and Six sigma -- Reports and formats
- **Competency Mapping**
- **SWOT Analysis**
- **Employee Engagement / Employee relation** - Employee grievance handling -- rag analysis – attitude building -- case study concepts etc
- **Retention Management** - Attrition Matrix -- Attrition Issues --- Rewards & Recognition -- Organizational culture building -- Talent Engagement -- Employee life cycle etc.
- 3. **Core HR Domain**
  - **Manpower Planning**
  - **Recruitment (IT / ITES /Non IT Recruitment)** - (Hands on experience on job portal) - Recruitment cycle -Background verification - Sourcing Methods -- Recruitment Matrix ( Recruitment budget / planner ) - Documentation - Formats and Reports
  - **IT Technology Training** – Technical Recruitment
  - **Joining Formalities and settlement process** - Responsibility - Exit Interviews Reports and formats
  - Induction
  - Training & Development
  - HR Jargons
  - Management games and ice breakers
  - Group Discussion /Role play
  - FAQ / FUT / Mock interviews and Team presentations
  - Discussion on Typical / logical interview Questions
- 4. **Soft Skills**
  - Communication Skills /Motivation
  - Time Management
  - Interview Tips
- 5. **Add on Benefits**
  - Aggressive practice on software's viz **SAP HR,Tally Payroll**
  - Psychometric Tests /Aptitude Tests /Brain Teasers /IQ Tests

### **ELIGIBILITY**

- Any graduate interested in HR career.
- Fresh MBA-HR /PMIR/ MPM / MSW wanting to learn practical HR concepts.
- Junior & Senior level HR executives.

**By the time you learn all this and grasp it you will be a VP HR of a company with 20 years service.**

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