

CURRICULUM OF HR GENERALIST

1. INTRODUCTION

- What is HR
- What is the value of HR

2. FUNCTIONS

- Recruitment / TA
- On boarding / Induction
- Leave & Attendance mgmt
- Payroll
- Performance mgmt
- Training & Development
- Exit Formalities
- Organization Development
- Company Compliance
- Creating roll in organization

3. COMPETENCIES

- Technical
- Non Technical

4. STATUARY COMPLIANCES

- Payroll
- EPF
- ESIC
- Statuary Bonus

5. PAYROLL

- Breakups
- Calculation

6. PMS

7. APRASIAL METHODS

- Bell Curve
- 9 Box Theory
OR
- 9 Box Talent Method

8. PIP

9. PDP

10. INCOME TAX

11. TDS

12. GST

13. OT