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# IR & Legal Compliance Practical Training


## HR GENERALIST TRAINING Course Modules


- ◆ Statutory Compliance
- ◆ Compensation and Benefits
- ◆ IR & Labour Law Compliance
- ◆ Fully Practical Legal Calculations Class
- ◆ Performance Management System
- ◆ Employee Relationship Management
- ◆ Training & Development
- ◆ Manpower Planning: Recruitment & Selection
- ◆ How to Crack Interview?
- ◆ Workshop for 7 Days by Industry Experts.


**With FREE**

**ERP SAP HR HCM & Advanced MS Excel Course**

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IR and Legal Compliance Training Course is an important course for people who wish to make a career in employee-employer relations. This course is accurate, short and full of practical learning experiences. It is meant for individuals who want to excel in maintaining and flourishing employee employer relations. People who pursue this course will develop a great understanding of hr labor laws, learn to liaise with authorities and deal with HR audits. This course is worth the money you pay as the experts we have hired are great at sharing information that builds and enhances your career in the long run.



## IR & Legal Compliances Practical Training Course Structure

**Course Durations: 20 - 25 Hours Trained by Industry Experts.**

**Deliver Method:**

- ❖ Practical Sessions
- ❖ Presentations/Demonstrations
- ❖ Handouts/Assignment
- ❖ Workshop Exposure
- ❖ Talent Magnifier Provide 100% Placement Assistance

Please visit to our website to get more details: [www.talentmagnifier.com](http://www.talentmagnifier.com)

**Note: Classes are also available on Module basis.**

### Module 1- IR & Labour Law Compliance

❖ **Contract Labour ( Regulation And Abolition) Act,**

**1970**

- Objectives
- Applicability

**Workshop Session**

- Registration Process
- License Process
- Returns
- Facilities
- Registers and Records
- Display

❖ **Factory Act, 1948**

- Manufacturing Process
- Objective
- Scope
- Factory Definition

**Workshop Session**

- Registration and Licensing Procedure
- Administrative Setup
- Health related Provision
- Safety related Provision
- Welfare Relative Provision
- Working Hour of Adult Person
- Annual Leave with wage
- Employment of young person
- Annual & half Yearly Return
- Registers and Records

❖ **Disciplinary Action/Termination/Misconduct**

- What is Misconduct
- How to Draft Chargesheet/ Show cause Notice
- How to serve the Charge sheet
- Conduct the Domestic Inquiry
- What is suspense Allowance
- How to conduct Domestic Inquiry with Practical
- Termination

❖ **BOWC (Building & Other Constructions Workers) Act, 1996(New topic added)**

- Objective;
- Applicability;
- Eligibility conditions;
- Responsibility of Employer;

**Workshop Session**

- Registration Procedure
- Registers, Records and Returns;
- Grievance by employee;
- Penalty for contravention of the Act

❖ **Trade Union Act, 1926**

- Definition
- Condition/ clause
- Function
- benefits and Drawback
- **Role Play**



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❖ **Apprentices Act, 1961**

- Objectives
- Contract of Apprentices
- Termination of Apprentices Contract
- Obligation of Employers toward an Apprentices
- Obligation of Apprentices
- Payment to Apprentices
- Health, Safety and Welfare of Apprentices
- Rules and Guideline

❖ **Delhi Shops & Establishments Act, 1954**

- Objectives
- Applicability
- Conditions of work

**Workshop Session**

- Registration
- Registers to be Maintained
- Display (Notice)

❖ **Industrial Disputes Act, 1947**

- Objective
  - Scope
- Keyword used**
- Closer
  - Conciliation Officer
  - Industry Disputes
  - Workmen
  - Lockout

**Retrenchment / Lay Off**

- Retrenchment of workmen
- compensation and Condition
- Prior permission by the govt. for retrenchment, Lay off
- Compensation Prior permission for lay off
- Authorities under this Act, for Investigation and settlement of industrial Disputes

❖ **SHWW Act ,2013**

- What is sexual Harassment
- What is the workplace
- Aggrieved women
- Preventive Authorities
- Employer
- District officer (DO)
- Responsibility of the employer and Do Complaints Committees

**Workshop Session**

- Internal Complaints Committee (ICC)
- Local Complaints Committee (LCC)
- Redress of Sexual Harassment

**Module 1.1 – Fully Practical Legal Calculations Class**

- Calculation of Full and final settlement
- Calculations of Notice period
- Calculations of LTA
- Calculations of Medical Reimbursement
- Calculations of Man days for required of all returns like factory and contractor returns etc.
- Calculations of Attrition and issue &Control
- Calculations of absenteeism
- Calculations of suspension allowance
- Calculation of Overtime with new rule
- How to Draft the charge sheet in English for staff
- How to Draft the Charge Sheet In Hindi for worker



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### **Module 1.2 - How to Get Registration with legal Authority**

- Factory Registration/Licensing with full Procedure
- Contractor Registration/Licensing with Full Procedure
- Air & water NOC & Consent with Full Procedure
- Standing Orders Certification with Full Procedure
- Fire NOC with Full Procedure

### **Module 1.3 - HR Audit**

- What is HR Audit
- Legal Compliance Audit
- HR Payroll Audit
- HR Policy Audit
- How to make the HR Audit Report?

### **HIGHLIGHT:-**

- ◆ ISO Certified HR Course with 100% Placement Assistance.
- ◆ 80% Practical and 20% Theoretical Session.
- ◆ Govt. Portal, Salary (Cloud-Based) Software with Live Access & Excel.
- ◆ Free Workshop Conducted by Industry Experts.
- ◆ PD Class + Interview Preparation & Resume Building.
- ◆ HR Course Recommended by All HR Heads.
- ◆ Real Learning on Live Projects of Clients.
- ◆ Get Trained from Industry Experts.
- ◆ Live Assignments & Case Studies & Role Play.
- ◆ Job portals, Payroll processing software and online challans.





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Last Month Placed Candidate from Talent Magnifier							Our Associated Partners						
	Aditi Sethi as an CRM Executive at Kutumbh Care Pvt Ltd.		Amit Shandilya MIS Executive		Utsav Kunal Accounts Executive at Zoctr Health Pvt. Ltd.		Sanchita Ahuja MIS Executive						
	Urvashi Dogra as an HR Executive at Kutumbh Care Pvt Ltd.		Anant Saxena HR Executive at Integrated Personnel Services pvt ltd		Ranjit Kumar Working as an MIS Executive		Ravi Kant Tiwary MIS Executive						
	Shivani Tandon as an HR Executive at Icreon Communication		Wellshah Ansari As a HR Executive at Intero Solutions Private Limited		Tusharika HR Manager at Pind balluchi		Raj Kumar As a Deputy Manager at Amitoji India Pvt. Ltd						
	Kirti Satija As a HR Executive at Intero Solutions Private Limited		Manisha Gupta MIS Executive		Mayank Manwal HR Admin		Lokesh Singh HR Executive at Icreon Communication						
	Amber Rajput Sr. Account Executive at Gannon Dunkerley Company Ltd.		Vaiabab Pal HR Executive at GI service Ltd		Suresh Gajendran Assistant General Manager at Bank of Baroda		Priti Ridla HR Admin						
	Aman Singh Asst Accounts Manager at GI Service Ltd		Priyanka Gupta TimeWatch Infocom Pvt Ltd As a Senior HR & Admin		Pulkit Sharma As an Account Executive at NS Enterprises		Gourav Sharma HR Executive at JRG Group						

**Please Find the Course Duration Details as below...**

**Classes and Course can be designed / Customized as per request.**

**Classes are available on weekdays and weekend.**

Course Modules	Course Duration (Hours)	Duration (Weekend) (Sunday)	Duration (Weekdays) (Tue. - Fri.)
IR & Legal Compliances	20 - 25 Hours	2 - 2.5 Months	3 - 4 Weeks

**Online Payment Method:-**

Name - TALENT MAGNIFIER

Bank Name - AXIS BANK

A/C No. - 918020106493753

IFS CODE -UTIB0002685

**Thanks & Regards,**

Talent Magnifier,

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