



TALENT MAGNIFIER
A Great Place to get Success
AN ISO 9001:2015 Certified Institute

Call us at:
9999420394 | 9999420393
info@talentmagnifier.com

PMS / T&D / Business HR Practical Training

A Great Place to get Success
OUR COURSES

- ▶ Statutory & Legal Compliance
- ▶ Payroll Processing
- ▶ MIS Excel
- ▶ IR Advanced Labour Law Compliances
- ▶ Performance Management System
- ▶ Employee Engagement
- ▶ Business HR/ HR Polices/ OD
- ▶ Training & Development
- ▶ Recruitment & Manpower Planning
- ▶ HR Audit



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Talent Magnifier is a rapidly developing corporate training and development company based in Delhi that helps people to learn new skills and become job-worthy. Enrolling in one of our courses also leads to career enhancement of experienced professionals. People who have taken a sabbatical from their careers like new moms can also learn new skills and become employable with the help of our practical training and certifications. We promise to meet all your training and development needs and make you an expert in the field of human resource development you like best in a few weeks. Trust us once and you'll be happy you did.



PMS/ T&D/ R&S/ Business HR Practical Training Course Structure

Course Durations: 60 - 65 Hours with 2 - 3 Trainers for 1 to 3 Modules

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

Note: Classes are also available on Module basis.

Module 1 - Performance Management System

- Define Business Goal for FY
- Cascading of Goal
- Define required action Plan
- Distribution/ Mapping the KRA and KPI
- Design a PMS level wise
- Reward & Recognition
- Reviews & Counseling
- Presentation Of Performance Report
- Benefits
- Safety
- Career Development & Job Opportunities
- Stress Mgmt. & Recreation Facilities
- Collective Problem Solving
- Involvement and Engagement
- Reward & Recognition
- BE Open to new Idea and Initiative
- BE open coach and mentor
- BE Future Focused
- Make sure your employees understand their focus Areas
- Communicate regularly and ask for feedback
- Joining formalities and Reliving Procedure
- Exit Interview

Module 1.1 - ER Management

- Core issues – Communication, Conflict / Grievances , Growth
- Communication Downward, Upward, Horizontal
- T&D

Module 1.2 - Business HR/HR Policy/OD

Business HR

- Role Of HR as a Business HR
- Role/Business Mapping
- Budgeting and Manpower Planning
- Succession Planning, Career Development and Skill
- Assessment/enhancement.
- Attrition and Control
- Process designing
- Contribution analysis

HR Policy

- Need a Polices it's a frame work
- What & how?
- Attendance & leave Polices
- Retention Polices
- Reimbursement /upfront/Collect & Pay polices
- IT Polices



OD

- Eliminating Hierarchical Decision-Making
- Focusing on Groups
- Building Trust
- Reducing Unnecessary Competition
- Investing in Employees
- Interim Measurements of Control
- Active Employee Participation
- Strategic Interventions

Module 2 - Training & Development

- On what basis Training Is Provided?
- TO whom Training is being provided?
- Training Need Identification
- Training Budgeting
- Preparation of Training Calendar
- Training Module Design.
- Training Feedback Analysis.

Module 3 - Recruitment & Manpower Planning

- Recruitment & Selection Overview
- Manpower Requisition Processing
- Sourcing through Job Portals, social media, LinkedIn, headhunting with Sourcing Methodologies.
- Screening & Short-Listing.
- Interview Line up
- Selection
- Building Right Attitude for Interview
- Skills Required for Interview and Demonstration of Skills
- Techniques for Interview Performance
- How to Prepare for Interview
- Communication & Body language During Interview
- Frequently Asked Interview Questions and Their Answers
- How to prepare your resume

**Please Find the Course Duration and Fees Details,
Classes and Course can be designed / Customized as per request.
Classes are available on weekdays and weekend.**

<i>Course Modules</i>	<i>Duration (Hours)</i>	<i>Duration (Months)</i>	<i>Current Fee</i>
Module 1,2 & 3	60 - 65 Hours	3 - 4 Months	13000/-
Module 1 - 2	25 - 30 Hours	2 - 3 Months	10,000/-

Thanks & Regards,

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