



TALENT MAGNIFIER

A Great Place to get Success

AN ISO 9001:2015 Certified Institute

Version - TM HR - 9 (March - 2023)

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
HR Generalist Online/Offline Practical Certification Training Course (ISO 9001:2015 Certified Institute)

HR Generalist Online/Offline Practical Certification Training Course

- Legal Compliance
- Statutory Compliance
- Compensation and Benefit (HR Payroll Processing)
- Advanced MS Excel with Lab Session
- IR & Labour Law Compliance
- Performance Management System
- Employee Relationship Management
- HR Policies and Organization Development
- Training & Development
- Manpower Planning: Recruitment & Selection
- How to Crack Interview?

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HR Generalist Certification Practical Training is a valuable course for people who are interested in learning the practical aspects of human resource management in a short amount of time. This HR Practical Training is meant to help people who have yet to enter the corporate world and it is also for those who want to move their career forward in the corporate but have been unable to do so till now. We have the top-notch trainers who will help you to get well-versed with all aspects of HR by explaining concepts in a simple & understandable manner. You will always benefit a lot from this course, we are sure of that!!



HR Generalist Online/Offline Practical Certification Course Structure

Course Duration: 100 - 110 Hours for 1 to 11 Modules Trained by Industry Experts.

Delivery Method:

- ❖ Practical Sessions - Govt. Portal, Salary (Cloud Based) Software with Excel.
- ❖ Presentations / Demonstrations
- ❖ For Online Classes - Skype software based classes for better comprehension.
- ❖ Handouts / Assignment / Test Series
- ❖ Recorded Classes Session will be provided by Faculty.
- ❖ Workshop Exposure
- ❖ Talent Magnifier Provide 100% Placement Assistance with Completion Certificate.
- ❖ Highly friendly & responsible admin support.
- ❖ For more details visit us: www.talentmagnifier.com

Note: Classes are also available on Module basis.

Module 1 - Legal Compliance

❖ **Minimum Wages Act, 1948 (New topic added)**

- Objectives
- Applicability
- Notification
- Provisions
- Penalty for contravention of the Act

Workshop Session

- Register to be maintained
- Display (Notice)
- Annual Return;
- Grievance by employee;

❖ **Payment of Wages Act, 1936 (New topic added)**

- Objective,
- Applicability;
- Eligibility conditions;
- Responsibility of Employer;
- Penalty for contravention of the Act

Workshop Session

- Registers and Records
- Annual Return;
- Grievance by employee;

❖ **Maternity Benefit Act, 1961 (New topic added)**

- Objective,
- Applicability;
- Eligibility conditions;
- Benefits and facilities for women employees;
- Responsibility of Employer;
- Penalty for contravention of the Act

Workshop Session

- Registers and Records
- Annual Return;
- Grievance by women employee;

❖ **EQUAL REMUNERATION ACT, 1976**

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

Workshop Session

- Registers & Records
- Return
- Grievances by employee

❖ **EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES) ACT, 1959**

- Objective;
- Applicability;
- Eligibility;

❖ **Workshop Session**

- Registers & Records
- Return
- Penalty



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Module 2 - Statutory Compliance

❖ Payment of Bonus

- Bonus Calculation
- Available Surplus
- Allocable Surplus
- Set-on & Set-off
- Grievance by employee
- Penalty

Workshop Session

- Bonus Calculation Sheet
- Bonus Payment Registers & Records
- Annual Return
- Display

❖ Employees' State Insurance (ESI)

- ESI Calculation
- Interest & Penalty
- Medical Benefit
- Maternity Benefit
- Funeral Expenses
- Monthly Pension

Workshop Session

- Shram Suvidha Portal
- Sub-Code Registration
- E-Pehchan Card
- Aadhaar Updation
- Monthly Challan
- Accident Register and Records
- Declaration Form
- Claim Forms

❖ Payment of Gratuity

- Gratuity Calculation
- Maximum Gratuity amount
- Tax on Gratuity
- Group Gratuity Policy

Workshop Session

- Nomination Forms
- Gratuity Claim Form
- Display

❖ Employees' Provident Fund (EPF)

- Provident Fund Calculation
- Pension Fund Calculation
- Employees' Deposit Linked Fund
- Interest
- Penalty

Workshop Session

- Shram Suvidha Portal
- Universal Account Number
- Electronic Challan cum Return
- AADHAAR Updation
- PAN Updation
- Bank details updation
- Eligibility Register
- Member Claim Form

Module 3 - Compensation and Benefit (HR Payroll Processing)

❖ Payroll Management (On Excel and Cloud based Software with live access)

- Components of Salary;
- Basic, HRA, DA, Conveyance, LTA, etc.
- Designing CTC, Gross Salary, Net Salary
- Overtime Calculation
- Leave Management
- Labour Welfare Fund (LWF)
- Professional Tax (PT)



❖ **Income Tax & Investments**

- Income Tax calculation
- Rebate on Income Tax
- Calculation Surcharge
- Calculation of Education Cess, Health Cess
- Taxability of Allowances
- Tax Deduction on Investments
- Investment Declaration Form

Workshop Session (On Excel and Cloud based Software with Live Access)

- | | |
|--|---|
| <ul style="list-style-type: none"> ➤ Attendance Sheet ➤ Leave Register ➤ Overtime Sheet ➤ Overtime Amount Sheet ➤ Salary Sheet ➤ Pay Slips, ➤ Full and Final Settlement | <ul style="list-style-type: none"> ➤ EPF Report ➤ ESI Report ➤ LWF Report ➤ Professional Tax Report ➤ Live Cloud based Payroll Software ➤ Investment Declaration Form |
|--|---|

Module 4 - Advanced MS Excel with Lab Session

❖ **HR Practical Session With Advanced MS Excel - Topics Covered**

- | | |
|--|---|
| <ul style="list-style-type: none"> ➤ CTC Worksheet ➤ Attendance Sheet: ➤ Leave Register: ➤ Salary Sheet: ➤ Pay Slip: ➤ ESI & EPF Report: ➤ LWF & PT Report: ➤ Bonus & Gratuity Calculation: ➤ Income Tax Calculation: ➤ Contract Renewal Schedule: | <ul style="list-style-type: none"> ➤ Basics: <ul style="list-style-type: none"> ▪ Reference, Filters (Basic, Advanced, Conditional), Sort (Ascending, Descending, Cell/ Font Color), Conditional Formatting, Data Validation, Group & Ungroup, Data split, Goal Seek ➤ Mathematical Functions:- <ul style="list-style-type: none"> ▪ Sum, max, min, Sumif, Sumifs, Count, counta, Countif, Countblank, Average, Averagea, Subtotal, Round Roundup, Rounddown, ➤ Lookup Functions:- <ul style="list-style-type: none"> ▪ Vlookup, Hlookup, Pivot Table, ➤ Date & Time Function:- <ul style="list-style-type: none"> ▪ Day, Month, Year, Edate, Hour, Minute, Second, Today, Time ➤ Conditional functions:- <ul style="list-style-type: none"> ▪ if, and, or, iferror ➤ Text Functions :- <ul style="list-style-type: none"> ▪ Concatenate, Find, Len, Right, Left, Mid, Lower, Upper, Proper, Text, Trim, ➤ Mail Merge |
|--|---|



Module 5 - Labour Law & IR 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

❖ Delhi Shops & Establishments Act, 1954

- Objectives
- Applicability
- Conditions of work

Workshop Session

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

❖ 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 5.1 - 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



Module 5.2 - 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 5.3 - HR Audit

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

Module 6 - Performance Management System

- Define Performance Management System
- Aligned with Organization Goal
- Band Structure formation in reference to PMS
- Distribution/ Mapping the KRA and KPI
- Competency Design as per Band and level
- Design a PMS level wise
- Reviews & Counseling by PIP (Performance Improvement Plan)
- Personal Development Plan and Review
- Presentation of Performance Management System
- Hierarchy Chart Design
- Draft and Design of Performance Appraisal Form

Module 7 - Employee Relationship Management

- Core issues – Grievance Handling Procedure and Segmentation
- Career Development & Opportunities
- Stress Management & Recreational Facilities
- Involvement and Engagement
- Reward & Recognition
- Joining formalities
- Exit Interview and Retention Process
- Work-Life Balance and Employee Benefit Program
- Meeting Etiquette in Corporate

Module 8 - HR Policies and Organization Development (Total Practical Workshop Session)

- Attrition Management
- Identify Policy Need
- Policy framework
- How to draft Policy? Design and standard format of policy
- Policy Communication to Employees
- Policy Sample class for example Leave Policy, Meal & Conveyance Policy, IT Policy etc.



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Module 9 - Training & Development

- Training Need Identification
- Training Budgeting
- Preparation of Training Calendar
- Training Feedback Analysis
- Competency Mapping

Workshop Session

- Training Module Design
- Case Study on Planning Training Program
- Need and Gap Analysis

Module 10 - Manpower Planning: Recruitment & Selection - (Total Practical Workshop Session)

- Recruitment & Selection Overview
- Manpower Planning and Requisition Process
- **Practical Session** of Sourcing through different Job Portals, social media.
- Screening & Short-Listing
- Retention Management
- Salary Negotiation
- Practical Talent Acquisition Candidate Coordination

Module 11 - How to Crack Interview?

- Frequently Asked Interview Questions and Their Answers
- Communication & Body language During Interview
- Resume Building: How to prepare resume?
- Writing a Job Application letter or mail
- First Impression: How to crack Telephonic Interview?

HIGHLIGHTS:-

- ✚ **80% Practical and 20% Theoretical Session.**
- ✚ **Govt. Portal, Salary (Cloud Based) Software with Live Access & Excel.**
- ✚ **PD Class + Interview Preparation**
- ✚ **Resume Building.**
- ✚ **Get Trained from 20+ year exp. Industry Experts.**
- ✚ **Live Assignments.**
- ✚ **Payroll processing software and online challans.**
- ✚ **An ISO 9001:2015 Certified Institution**
- ✚ **Certificate after training program**



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Please Find the Course Duration and Fees Details as below

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

Classes are available on weekdays and weekend Bases.

<i>Course Module</i>	<i>Complete Course Duration</i>	<i>Duration Weekdays (4 - 5 days in a Week)</i>	<i>Duration Weekend (Sunday)</i>
<i>Module-1,2 & 3 (Legal Comp./Statutory Comp./Pay Roll)</i>	40	1.5 Months	2 Months
<i>Module-2 & 3 (Statutory Comp. / Pay Roll)</i>	35	1 Month	2.5 Months
<i>Module-1,2,3 & 4 (Legal Comp./Statutory Comp./Pay Roll/ MIS Excel)</i>	50	2 Months	3.5 Months
<i>Module-1,2,3,4 & 5 (Legal Comp./Statutory Comp./ Payroll/MIS Excel / IR & Labour Law Compliance)</i>	70	2.5 Months	4 Months
<i>Module-6 - 10 (PMS/ERM/HR Policy/T&D/R&S/Interview)</i>	80	2.5 Months	4 Months
<i>Module-1 - 11 (Complete HR Generalist Modules)</i>	100 - 110	3.5 Months	6.5 Months

Note: Class Duration would be 1.5 to 2 Hours for Weekdays.

Class Duration would be 2 - 3 Hours for Weekend.



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Course Fees Structure and Payment Method -

<i>Courses Details</i>	<i>Complete Course Fees</i>	<i>Payment Mode (One Time & Installment)</i>	
<i>Any One Module (Individual Course Module Opted)</i>	10,000/-	One Time Payment	
<i>Module 1 - 11 (Complete HR Generalist Course)</i>	16,000/-	10,000/-	6,000/-
<i>Module 6 - 10 (PMS ERM T&D HR Policy & OD R&S)</i>	13,000/-	8,000/-	5,000/-
<i>Module 1 - 5 (Legal Compliance Statuary Compliance Pay Roll MIS Excel IR & Labor Law)</i>	14,000/-	8,000/-	6,000/-
<i>Module 1 - 4 (Legal Compliance Statuary Compliance Pay Roll MIS Excel)</i>	13,000/-	8,000/-	5,000/-
<i>Module 2 - 5 (Statuary Compliance Pay Roll MIS Excel IR & Labor Law)</i>	13,000/-	8,000/-	5,000/-
<i>Module 2 - 4 (Statuary Compliance Pay Roll MIS Excel)</i>	12,000/-	One Time Payment	
<i>Module 2 - 3 (Statuary Compliance Pay Roll)</i>	12,000/-	One Time Payment	
<i>Module 1 - 3 (Legal Comp. / Statutory Comp. / Pay Roll)</i>	10,000/-	One Time Payment	

Note:

- ✓ Registration fees only Rs. 2000/- (It will be Deducted from your Complete Amount)
- ✓ Registration Fees will not be refunded after 15 days of Registration.
- ✓ Fees will not refundable after the completion of 5 Classes.

Online Payment Method:-

Name - TALENT MAGNIFIER

Bank Name - AXIS BANK

A/C No. - 918020106493753

IFS CODE - UTIB0002685

Paytm | UPI | Google Pay | Phone Pay

Active Mobile No. **9654592789**

Thanks & Regards,

Talent Magnifier,

9999420394 | 9999420393 | 011 - 40109421

Email us: info@talentmagnifier.com

Visit us: www.talentmagnifier.com

Talent Magnifier Institute - 401, 4th Floor, D-30, Siddharth Complex, Near Laxmi Nagar Metro Station, Opp Metro Pillar No. 33, Nearest Domino's, Laxmi Nagar, New Delhi - 110092