HR

FOR BEGINNERS

Enroll Today

Address
343,Sierra Cartel, HSR
Layout, Sector 7 Bangalore

Phone
+919945204647

Email
hello@theskilldeck.com

Web
www.theskilldeck.com

SKILL DECK

- ➤ **HR**
- ➤ **Beginner**
- ➤ **Certification**

15 hours program

We Provide A Strong Foundation For Your Carrer Success in HR.

FOR BEGINNERS

Who this course is for:

➤ **Recruiter**
➤ **Hiring Manager**
➤ **Business Owner**
➤ **Fresher's who want to start career as a Recruiter**
➤ **Talent Acquisition Personnel**
➤ **HR People**

Key Course Takeaways:

- Job analysis & Job Description & postings (1 hour)

- Boolean Keyword & Title Search, Sourcing on Naukri & other Portals (Direct Sourcing) (2 Hour)

- X Rays (2 Hour)

- IT Recruitment (1 hour)

- Shortlisting & Selection Techniques (1 hour)

- Salary Structuring (3 hours)

- Mandatory compliances for CTC (highlights) 1 hour

- PF Act (2 hours)

- ESI Act (2 hours)

TENURE

➤ **Course Length - 15 hours**
➤ **Effort - 3-4 hours per week**
➤ **Format - 100% online instructor- led**

"SkillDeck believes not just in excellence, but in making excellent career."

SkillDeck's Founder

FOR BEGINNERS

Why Register

A long tradition of academic excellence and leadership.

A commitment to providing the highest quality of learning to all.

A catalogue of impact-driven educational programs.

We Focus On

- **Quality and Quality**

- **Shaping candidate's to awesome Engineers and HR's**

- **E-Learning**

- **Making sure 99.9% people trained with us gets on a job after 1-3 months of the course**

- **Helping industry in their recruitment challenges**

- **Shaping the curve towards modernisation and innovation by using latest tools, techniques**

- **Giving the best websites, software's to our clients for our IT services segment**

Our other program's in HR

➤ **TA Program**

➤ **Expert Certification**

➤ **HR Analytics Program**

➤ **Sourcing Expert Program**

➤ **Payroll & Compensation Expert Program**

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CALL FOR MORE INFO

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FOR EXPERT

SKILL DECK
HR - SKILLING PEOPLE

➤ **HR**
➤ **Expert**
➤ **Certification**

60 hours program

FOR EXPERT

Who this course is for:

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► **Hiring Manager**
► **Business Owner**
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► **Talent Acquisition Personnel**
► **HR People**

Key Course Takeaways:

○ Job analysis & Job Description & postings

○ Boolean Keyword & Title Search , Sourcing on Naukri & other Portals (Direct Sourcing)

○ X Rays

○ IT Recruitment

○ Shortlisting & Selection Techniques

○ Salary Structuring

○ Mandatory compliances for CTC (highlights)

○ PF Act

○ ESI Act

○ Gratuity act,Maternity act

○ Factories act,Min wages PMS (OKR & KPI System) including Job evaluation

○ Job levelling

○ Employee Engagement

○ Employee Onboarding & Exit

○ Hands-on HRIS

○ ATS

TENURE

► **Course Length - 60 hours**
► **Effort - 3-4 hours per week**
► **Format - 100% online instructor-led**

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SkillDeck's Founder

Key Course Takeaways:

► S & E ,Contract labor
► HR policies
► HR trackers excel and pivot
► Salary sheet, IT on salaries, Pay slip generation in excel
► Form I6
► Labour codes 2020
► Manpower planning
► Compensation benchmarking ,baselining & regression
► Competency Mapping
► Succesion Planning
► Audit, vendor mgmt, HR admin
► L & D initiatives
► HR Budgeting

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