



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



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CALL FOR MORE INFO

Enroll Today

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**FOR
EXPERT**



- **HR**
 - **Expert**
 - **Certification**
- 60 hours program**

FOR EXPERT

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
- 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

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

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 16
- ▶ Labour codes 2020
- ▶ Manpower planning
- ▶ Compensation benchmarking ,baselining & regression
- ▶ Competency Mapping
- ▶ Succession Planning
- ▶ Audit, vendor mgmt, HR admin
- ▶ L & D initiatives
- ▶ HR Budgeting

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**
- ▶ **Beginner Certification**
- ▶ **HR Analytics Program**
- ▶ **Sourcing Expert Program**
- ▶ **Payroll & Compensation Expert Program**

