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- **Quality training at the best price**
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International Diploma In Human Resources Management

PG Diploma In International Human Resource Management

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International Diploma In Human Resources Management

01.Recruitment & Selection

Manpower Planning | Corporate Recruitment Process | Job Portals Training (Naukri & Monster) | Global talent management | Recruitment Tracker & MIS Reports

02.Onboarding Process

Employee Pre-boarding Process | On Boarding Process | Joining Formalities & Documentation | Personnel File Management | Post Onboarding Formalities MIS Reports

03.Induction & Orientation

Power Point Induction Presentation | Floor Induction & Procedure | Employee Orientation Process

04.Payroll Management

Time Sheet & Attendance Management | Employee Leave Management | Cost To Company Break-Up | Payroll Statement in Excel & Software | Pre & Post Payroll MIS Reports

05.Statutory Compliance's

Employee Provident Fund (EPF) | Employee State Insurance (ESI) | Profession Tax (Karnataka & Kerala) | Income Tax (IT) | Statutory Forms & Checklist | Submission of Monthly / Annual Returns | MIS Reports

06.Human Resource Administration

HR Audit | HR Policies | Balanced Score Card | SWOT Analysis | Employee Relations | Reward & Recognition | HR Budgeting

07.Performance Management System

Management by Objectives (MBO) | 360 Degree Appraisals | KPI & KRA Settings & Analysis | Appraisal Reviews & Reports

08.Training & Development

Learning & Development | Training Need Analysis | Gap Identification & Analysis | Training Calender Preparation Training Efficiency Assessment | MIS Reports

09.Exit Process / Full & Final Settlement

Employee Off Boarding Process | knowledge Transfer Formalities | Handing & Taking Over Formalities | Employee Exit Formalities | Full & Final Settlement

10.Labour Laws

Shops & Commercial Establishment Act | Minimum Wages Act | Payment of Bonus Act | Contract Labour Act | Maternity Benefit Act | Payment of Gratuity Act | Superannuation | Labour Welfare Fund

11.Employee Relations & Engagement

Employee Engagement Games & Activities | Employee Satisfaction Survey

12.Advanced MS Excel , MS Word & Powerpoint

Vlookup & Hlookup | Pivot Table & Chart | Auto & Advanced Filters | Sort & Sub Total | Data Validation | Conditional Formatting | Mail Merge for Letters & Payslips

13.HR Shared Services

Employee Helpdesk | Employee Query Management | Ask HR Generalist Process

14.Corporate Functions in HR

Compensation & Benefits | Strategic HR | HR Analytics & Dashboard | Competency Mapping | HR Shared Services (HRSS) | HR Business Partner (HRBP) | Employee Life Cycle Management (ELCM)

15.HR Skills & Knowledgebase

HR Letter Drafting for Employees | Official Email Drafting & Etiquettes | Career Counseiling & Development | Interview Training & Mock Interviews | Personality Development | HR Jargons

16.HRIS / HRMS Management

HRMS Implementation | Employee Administration | Time & Leave management | Employee Self Service | Payroll & Statutory Compliance's | MIS Reports

17.Attrition & Retention Management

Definition and measurement | Types of attrition | Causes of attrition | Strategic retention planning | Retention strategies

18.Soft Skills Training

Leadership Skills | Positive Attitude | Problem Solving Skills | Work Ethics | Flexibility/Adaptability | Interpersonal Skills | Critical Observation | Group Dynamics | Teamwork

19.Communicative English

Language Training | Understanding The Communicative Environment | Visual and Aural Perception | Non verbal Communication | Group Discussion | Conflicts and Networking | Introduction to Persuasion | Introduction to Motivation | Basic English to Business English | Conversation Practice

20.Group Dynamics In HR

HRD Micro perspective | Approches To HRD | Different HRD Trends | Behavioural Science

21.Industrial Psychology

Determinants And Measurement Of Job Satisfaction | Industrial Morale Counselling

22.Human Resource Information System

Data Management For HRIS | Data Formats | Entry Process | Data Storage | Data Retrieval | HRIS | HR planning

PG Diploma In International Human Resource Management

01.Introduction to IHRM

Definition and Scope of IHRM | Importance of IHRM | Evolution of IHRM | Key Concepts and Theories
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02.International Recruitment & Selection

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03.International HR analytics

Intoduction to AI Tools, And chat GPT

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Why Human Resources?

Every company needs HR! HR, or Human Resources, is essential for hiring talent, building a positive work culture, and helping employees succeed. It's a vital, people-focused role that keeps businesses running smoothly. Plus, HR is a future-ready career with endless job opportunities in every industry. Start learning HR and open doors to a rewarding career with a bright future!

Why Cerebrox?

Because we make learning HR fun and effective! With hands-on training, flexible classes, and a focus on real-world skills, you'll be ready to kickstart your HR career in just 4 months. Also, our 100% placement support means you'll have a strong chance of landing a great job afterward. Join us and unlock your future in HR!

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