

# HR Management

Welcome to **HRM FULL** course for Beginners & Juniors

- 1 - **Beginner "Basic HRM"**
- 2 - **Intermediate "Practice and Strategic HRM"**
- 3 - **Advanced FULL "Full cycle of HRM"**

This is **FULL HRM** course starting from **Beginner** level to **Advanced**  
With the knowledge acquired after the end of this course, you will be able to work as a  
Junior and Middle level **HR**



# Basic HRM

Welcome to Basic HRM Course

- Day 1 – HR - prehistory. development stages. Evolution of Human Resources Functions
- Day 2 – Required Labor Code Laws
- Day 3 – HRM & documentation. Preparation of standard documents
- Day 4 – Dismissal and exit interview. Practical Task
- Day 5 – Organization Design. Organization and Jobs
- Day 6 – Organization Design. Practical Task
- Day 7 – Recruitment and Staffing
- Day 8 – Practical Task | Job description
- Day 9 – Interview Processes. Question
- Day 10 – Practical Task | Guest from IT sector
- Day 11 – **Summary**
- Day 12 – **Exam**



# Practice and Strategic HRM

Welcome to Strategic HRM Course

- Day 1 – Cover letter, CV vs Resume, CV-shortlisting
- Day 2 - Practical Task. Resume preparation
- Day 3 - Feedback
- Day 4 - HR Process Management
- Day 5 - Corporate culture & Employer branding.
- Day 6 - The connection between HR & Marketing in business
- Day 7 - Diagnosis of corporate culture
- Day 8 - Practical Task. Corporate culture
- Day 9 - Onboarding and New Hire Orientation
- Day 10 - Practical Task. Guest
- Day 11 - Summary
- Day 12 - Exam





# Full cycle of HRM

Welcome to Full cycle of HRM Course

- Day 1 – Motivation in HR. Compensation and Benefits
- Day 2 - Practical Task. Group work
- Day 3 - Team building
- Day 4 - Team building Games
- Day 5 - Performance Management. KPI
- Day 6 - Practical Task
- Day 7 - Talent Management and Development
- Day 8 - Training and Development
- Day 9 - HR operations. Compilation of HR reporting & policies
- Day 10 - Survey. Retention
- Day 11 - Summary
- Day 12 - Exam

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**THANK YOU**