

We work with working professional also who has having experience above 7-8 yrs experience. They are providing crash course/practical training in different domain like; Advanced Excel & MIS Training, Excel VBA & Access Training, HR Practical Training and Finance and Accounts training, IT & Web Designing, Communication Training. We provide class timing according to student time convenience. We are offering this service on worldwide by online virtual classroom platform with the help of experienced professional expert. We provide assistance on IT projects also.

Total Course Duration : 60-70 hours

Delivery Methods:

- At Institute
 - Online Classes by Skype, Anymeeting, Teamviewer or WizIQ virtual Classroom platform
-

Course Outline

Module 1 Statutory Compliances

1a) ESI ACT-1948

- Brief intro about Act.
- Eligibility criteria for ESI & PF according to Govt. Rule.
- Contribution of Employee & Employer.
- Filing (Monthly & Half Yearly)
- Calculations
- Filling the forms
- Keep the track that each and every new joinee covered under ESIC ACT, should receive the ESIC Cards.
- Benefits
- Recent Amendments

1b) Gratuity ACT-1972

- Brief intro about ACT.
- Benefits to Employee.
- Coverage & Eligibility criteria for Gratuity according to Govt. Rule.
- Calculations
- Tax Exemptions Limit.
- Recent Amendments

1c) Bonus ACT-1965

- Coverage & Eligibility
- Calculations.
- Bonus Limit.
- Recent Amendments

Thanks & Regards

Ritika Sharma

+91-8826501596 / +91-9212189653 | skyworldtuition@live.com; ritika@skyworldtuition.com

Skyworld Institute

1d) Provident Fund ACT-1952

- Coverage & Eligibility
- Calculation of PF Deduction amount for both employee & employer.
- Providing PF Reports
- Remittance of Challan's
- Preparation & Filing of Monthly Returns
- Transfers, Withdrawals and Annual Returns
- Maintain 3A, 12A Register
- Monthly PF Statement & Register
- Monthly PF Returns i.e. 5/10 A
- 12 A Annual Returns & PF Slip

Module 2 Compensation & Benefits

2a) Payroll Processing

- How to prepare Salary Structure for New Joining.
- Defining & Calculating Salary Heads (Basic, HRA, MA,TA, SA etc.)
- Designing & Calculating CTC.
- Calculations Tax Deducted by Source (TDS).
- Defining & Calculating Gross Net Salary.
- Education Cess
- Discussion on Compensation & Benefits.
- Calculating Statutory Compliances: PF, ESI, Gratuity and Bonus as part of CTC.

Module 3 Legal Compliances & Labour Laws

Factory Act

- Factory Act Provision
- Procedure
- Registration & License
- Forms

Contract Labor Act

- Introduction
- Applicability
- Registration & License
- Wage considerations
- Whole Procedure

TRADE UNIONS ACT, 1926

- Introduction

Thanks & Regards

Ritika Sharma

+91-8826501596 / +91-9212189653 | skyworldtuition@live.com; ritika@skyworldtuition.com

Skyworld Institute

- **Applicability**
- **Registration & License**
- **How do we Register a Trade Union**
- **What is the Proof of Registration of a Trade Union**

Contract Labor Act

- **Introduction**
- **Applicability**
- **Registration & License**
- **Wage considerations**

COMPANIES ACT

- **Definition**
- **Definitions of "Company", "Existing Company", "Private Company" and "Public Company"**
- **Meaning of "holding company" and "subsidiary"**
- **Meaning of "relative"**

MINIMUM WAGES ACT

- **Introduction**
- **Implication**
- **Documents**

Module 4 HR Core Areas

4a) Employee on Boarding

- **Welcome an Employee**
- **How to handle Employee Orientation process**

4b) HR activities - induction & exit interviews

- **Appropriate induction programme for new member**
- **How to arrange exit interviews for employee leaving organizations for assessing reasons to make corrective actions.**
- **Introduction with organizations background along with current turning & future business planning.**
- **Handle all documentation of personnel during joining & relieving along with full & final settlement.**
- **Checking major documents with concerned hired company responsible for employer verification.**

4c) HR Policies & System Implementation

- **Initiate various HR policies, its designing (Under Guidance of HR Head) and implementation as per Need of business objectives .Strict adherence of all the policies.**
- **Standard operating procedures for smooth and error free system.**

4d) HR Executive

Thanks & Regards

Ritika Sharma

+91-8826501596 / +91-9212189653 | skyworldtuition@live.com; ritika@skyworldtuition.com

Skyworld Institute

- Handled Industry dispute
- Handling Employee Grievances & Employee Relationship
- Employee Engagement Activities
- Maintain Muster Roll
- Attrition : Employee calculation & New Joining calculation
- Effective Retention Policies
- Manpower Planning
- Negotiation Skills

Module 5 Training and Development

- Introduction about business, Mapping, Skills Required
- Objectives & goals
- Types of training
- Theories & Principal of Training
- Process of Training & Development
- Modes & Techniques of Training
- How to prepare Training Calendar?
- Post Training Evaluation

Module 6 Performance Management Systems

- Why measure PMS ?
- Self assessment , Annual appraisal, Evaluation Techniques, Salary Survey
- Kick off Appraisal process on schedule, track progress, and manage timely completion of the process
- Co-ordinate with the different Department Head about the appraisal cycle.
- How to Select KRAs.
- Define Set Targets & Action Plans for KRAs.
- Difference between PAS & PMS.
- Various Components of PMS
- How to Design KPI, JD & SOP

Module 7 Staffing & Recruitment

- Preparation of MRF (Manpower Requisition Form)
- How to Coordinate with Other Department regarding Job Description.
- Prepare JD (Job Description) format according to Job requirements.
- Practical Hands on exposure of Job Portals Naukri.Com & Timesjobs.com
- Discussion on Modern techniques of Recruitment
- How to post your Job for getting good talent.
- How to Conduct & Take interviews.
- How to validates Resumes
- How to identify Talents by using Competency Mapping , Psychometric Tests etc.
- How to make Recruitment Policy keeping in view of the Baseline of the organization and Future Need.
- Head Hunting
- Negotiation Skills

Thanks & Regards

Ritika Sharma

+91-8826501596 / +91-9212189653 | skyworldtuition@live.com; ritika@skyworldtuition.com

Skyworld Institute

Module 8 MIS Reporting (MS. EXCEL PRACTICAL SESSIONS)

- Basic concept of MIS and Excel
- PF report in excel
- ESI report in excel
- HRA report in excel
- VLookup, HLookup, Pivot Table, split & freeze.
- Data fetching in excel.
- Overview of Macros
- How to prepare MIS report.
- Tax Calculation in excel and lot of MIS report in excel.

Fee According to Module:-

Module 1 to 8 – Course Duration is 60-70 Hrs Rs. 12500/- and after discount Rs. 10500/- (1st Inst Rs 5500/- & 2nd Inst. Rs. 5000/- after 10 class on regular basis and after 4 classes on Weekend basis) till 30/04/2014

Module 1 to 7 – Course Duration is 40-50 Hrs Rs 11500/- and after discount Rs. 9500/- (1st Inst Rs 5500/- & 2nd Inst. Rs. 4000/- after 10 class on regular basis and after 4 classes on Weekend basis) till 30/04/2014

Module 1 & 2 – Course Duration is 15-20 Hrs Rs 6500/- and after discount Rs. 5500/- (1st Inst Rs 3500/- & 2nd Inst. Rs. 2000/- after 10 class on regular basis and after 4 classes on Weekend basis) till 30/04/2014

Note :-

1. **Classes will be provided as per student requirement.**
2. **Arrange Extra Doubt Classes as per student requirement after training.**

Add On Benefits :-

- Free Trial Classes by HR Professional
- Free Study Material included study notes
- Free All Training Classes Video
- Session as per your request
- Mock Interview Preparation (Written & Personal Interview Session)
- Assignment after every module

Thanks & Regards

Ritika Sharma

+91-8826501596 / +91-9212189653 | skyworldtuition@live.com; ritika@skyworldtuition.com

Skyworld Institute