

SYLLABUS FOR JUNIOR HUMAN RESOURCE ASSOCIATE (For hints & guidelines only)

DURATION:	8 Months
TIMINGS:	5:30PM To 8:30PM
COURSE FEES:	Rs. 2000/-
Entry Qualification:	Graduation or equivalent
TEACHING METHODOLOGY:	Detailed classroom lectures with practical Case Study Illustrations

Theory:

- **Human Resource Planning in the background of Economic Environment**
 - Understand the meaning of Human Resource Planning, various components involved in job evaluation and job analysis.
 - Analyze how to relate job evaluation to HR Planning, Developing HR at the national level and how to use various models for effective Human resource Planning, .
 - Differentiating labour markets from other markets, and What are the different processes involved in Human Resource Planning
- **Recruitment Process**
 - Understanding the importance of individual and group behavior in an organization.
 - Method of recruitment
- **Training and Development**
 - Categorize business goals and match training objectives successfully with Business goals through competency mapping.
 - Recognize the processes and steps to develop a workplace-training program.
 - Elucidate how individual characteristics and the environment influence learning and skill development.
 - Monitor the transfer of learning on the job.
 - Comprehend and intervention for teams and groups - their uses with a practical examples

BARODA PRODUCTIVITY COUNCIL

- **Performance and potential appraisal techniques**
 - Methods of Appraisal
 - Competence mapping
- **Basic features of Labour Laws & regulations**
 - contract Labour (regulation & abolition) Act & rules
 - E.S.I. acts & rules
 - P.F acts & rules
 - Payment of wages act & rules
 - Minimum wages act & rules
 - Workmen compensation act & Rules
 - Bonus act & rules
 - Industrial dispute act & rules
- **Soft Skills**
 - Effective Communication
 - Decoding body language, * Power Dressing
 - General Business Etiquette, * Self Motivation

Practical:

- Understanding of customers thinking and align products and services to meet the customer need.
- Demonstrate techniques on how to sell services in the new economy.
- Show understanding of the basic concept of merchandising and retailing for Business.
- Do a simple project work, by designing a research questionnaire for an FMCG product. Forecast future sales by using forecasting techniques.
- Demonstrate learning of different types of body languages
- Communication skills and techniques
- Dress Properly
- Demonstrate understanding of business etiquettes

Comprising project work and Industrial Training

After completion of training the trainees will be able to develop a job description for recruitment by analyzing the job requirement of given establishment and design a raining programmed for the new recruited by identifying the training need for human resource development.

Contact

education@bpcindia.org – (M) 9979849825

info@bpcindia.org – (M) 9904806262