



Ref. No.

Date : 2 JUL 2018

SYLLABUS - SHORT TERM COURSE - HR

Sr. No.	Topics	Details of Resource Person
1	Basics of HRM – Theoretical Aspects	
2	Recruitment and Selection <ul style="list-style-type: none"> - Right person for Right job in Right cost - ATS - Social Network and Job Portals - Crafting an Offer - Budgets 	
3	Learning and Development <ul style="list-style-type: none"> - Training need Identification & analysis - Training ROI - Unlearning, Learning and Re-Learning - ADDIE model of Instructional design in Content Development. 	
4	Performance Management and Career Planning, Succession <ul style="list-style-type: none"> - Goal Sheets & KRA - Designing PMS system - Appraisals - feedback Mechanism 	
5	Wages and Salary Administration, Compensation Management <ul style="list-style-type: none"> - Understanding Salary Slip - Statutory Deductions - Calculating CTC - Use of Payroll and Geo Tagging 	
6	Grievance Handling and Redressal Mechanism <ul style="list-style-type: none"> - Grievance Handling Scenarios - Case Studies 	
7	Sexual Harassment and Strategies to Combat the same <ul style="list-style-type: none"> - POSH - Committee Formation - Cases and how to handle 	



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8	HRMS and Data Management <ul style="list-style-type: none"> - Use of Automation in HR - HRMS system (Desktop and APP) - HR Analytics 	
9	Organizational Change & Development <ul style="list-style-type: none"> - Talent Management through Skill-Will Matrix - 9 box Matrix - HI-PO Identification - Leadership Development through structured Assessment - Assessment Center's using in-tray - Role Olays. 	
10	Importance of Networking in HR <ul style="list-style-type: none"> - HR Roundtable - Town Halls - Annual Meets - Social Media 	
11	International HRM, Global HR Practices, Global Human Resource Management & Future Issues	
12	Job Satisfaction, Employee Commitment and Employee Engagement <ul style="list-style-type: none"> - Communication - Recognition - Ideal Workspace - Health and Wellness 	
13	Stress Management and Work Life Balance <ul style="list-style-type: none"> - Role of HR in improving Work Life Balance - Balancing Roles, Responsibilities and Relationships - Emotional Intelligence Resolving anger and conflict - Work Balance and Synergy 	
14	Talent and Competency Management <ul style="list-style-type: none"> - Competency Frame work - Assessments (Talent, cognitive, Team) - Talent Pool - Career Mapping 	
15	Attrition and Employee Retention <ul style="list-style-type: none"> - Attrition – A Global Challenge - Regrettable and Non Regrettable Attrition - Why Retention? - The Practical side 	

Parle Tilak Vidyalaya Association's
M. L. DAHANUKAR COLLEGE OF COMMERCE
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16	Industrial Relations and Labour Laws - Statutory Acts and Compliances - Managing Compliances - Cases	
17	Ethical and Legal Issues in HRM Ensuring a legally Complaint HR - Discussion through case	

Ramesh

CO-ORDINATOR



Dan
PRINCIPAL