
HR+ TRAINING PROGRAM



About Us

HR Broadway has a favored ability to obtain accomplice with immense MNC companies and other industries in the domestic and international market. We work with only a single-minded mission: to be the most successful, creative, and ground-breaking consulting services in the domestic and international market. We always approach each of our foremost clients with fresh eyes to develop customized and unique strategies/services. We provide numerous ways of success to companies by providing the right talent at the right time. Our whole mission and vision are to open a vast number of opportunities & to provide a platform to talented people.

HR BROADWAY Careers are into HR training and development since 2018. We have trained 450+ professionals and helped them to attain a successful career in the HR domain.

We have started an online training program into Human Resource Management (HRM).

This Certification Program is Idle for



- Any Graduate/
- Post - Graduate
- Any Stream



- BPO / ITES / IT
- KPO / Operations / other domains



- Freshers
- Employees currently working full time / part-time
- Candidates/employees looking for the best opportunity



- Employees working the night shift.
- Employees looking for a stable JOB with a good commercial base.

Module 1 - Statutory Compliance

Employment Provided Fund (EPF)

- EPF, VPF, RPF, etc.
- Computation of Monthly PF Contribution
- Computation of Interest & Penalty
- Computation of Monthly Pension
- Computation of EDLI Amount
- Penalty

Payment of Gratuity

- Calculation of Gratuity
- Maximum Gratuity & Taxability
- Group Gratuity Policy

Employees State Insurance (ESI)

- Computation of Monthly ESI Contribution
- Computation of Interest & Penalty
- ESI Benefit
- Contribution Period & Benefit Period
- Penalty

Practical Session

- Online Registration of Establishment
- Registration of Branch/ Sub-Code
- Online Generation of TIC
- Online IP Mapping with Aadhaar
- Online Challan Generation
- ESI Report In Excel Sheet
- Registers and Records
- Various Forms

Payment Of Bonus

- Calculation of Bonus
- Calculation of Allocable Surplus
- Computation of Set-on & Set-off
- Penalty

Practical Session

- Registers & Records
- Return
- Display

Module 2- Compensation & Benefits

Payroll Management

- Components of Salary;
- Basic, HRA, DA, Conveyance, LTA, etc.
- Designing CTC, Gross, Net Salary
- Overtimes and Leave Encashment
- LWF Slab Rate
- PT slab Rate
- Income Tax slab Rate
- Tax Exemption of various Allowance Tax Deduction under chapter VI- A

Practical Session

- Attendance and Leave Management
- Preparation of Salary Sheet, Pay Slip,
- Full and Final Settlement
- LWF Report
- Professional Tax Report
- Live Payroll Software Training
- Investment Declaration Form
- TDS Certificate (Form 16)
- Online ITR Filing



Module 3- IR/Labor Laws & Compliances

CONTRACT LABOUR (REGULATION AND ABOLITION) Act, 1970

- Objectives
- Applicability
- Registration Process
- License Process
- Returns
- Facilities
- Registers and Record
- Display

Shops & Establishment Act 1958

- Objectives Applicability
- Registration
- Conditions of work
- Registers to be Maintained
- Display (Notice)

Factory Act, 1948

- Manufacturing Process
- Objective
- Scope
- Factory mean
- Registration and License Processor
- Administrative Setup
- Health relative Provision
- Safety relative Provision
- Welfare Relative Provision
- Working Hour of Adult Person
- Annual Leave with wage
- Employment of a young person
- Annual & half Yearly Return
- Registers and Records

Disciplinary Action/Termination/Misc onduct

- What is Misconduct?
- How to Draft char sheet/ Show cause
- Notice
- How to serve the charge sheet
- Conduct the Domestic Inquiry
- What is suspense Allowance?
- How to conduct Domestic Inquiry with
- Practical
- Termination

Industrial Disputes Act, 1947

- Objective
- Scope
- Keyword used
- Closer
- Conciliation Officer
- Industry Disputes
- Workmen
- Lockout
- Retrenchment / Lay Off
- Retrenchment of workmen
compensation and Condition
- Prior permission by the govt. for
retrenchment Lay off
- Compensation Prior permission for lay
off

Module 3.3 HR Audit

1. What do you mean by HR AUDIT?
2. Why HR AUDIT is mandatory
3. Pay Roll Audit
4. Legal Compliance Audit & HR Policy Audit
5. How to make the HR Audit Report?

Module 4- Performance Management System

- Define Business Goal for FY
- Cascading of Goal
- Define required action Plan
- Distribution/ Mapping the KRA and KPI
- Design a PMS level-wise
- Reward & Recognition
- Reviews & Counselling
- Presentation Of Performance Report

Module 4.1 ER Management

- Core issues – Communication, Conflict / Grievances, Growth
- Communication Downward, Upward, Horizontal
- T&D
- Benefits
- Safety
- Career Development & Job Opportunities
- Stress Mgmt. & Recreation Facilities
- Collective Problem Solving
- Involvement and Engagement
- Reward & Recognition
- BE Open to new Idea and Initiative
- BE open coach and mentor
- BE Future Focused
- Make sure your employees understand their focus Areas
- Communicate regularly and ask for feedback
- Joining formalities and Reliving Procedure
- Exit Interview

Module 4.2 Business HR/HR Policy/OD

- Business HR
- Role Of HR as a Business HR
- Role/Business Mapping
- Budgeting and Manpower Planning
- Succession Planning, Career Development, and Skill
- Assessment/enhancement.
- Attrition and Control
- Process designing
- Contribution analysis

HR Policy

- ·Need Polices it's a framework
- What & how?
- Attendance & Leave Polices
- ·Retention Polices
- Reimbursement /upfront/Collect &
- Pay polices
- IT Polices

OD

- Eliminating Hierarchical Decision-Making
- Focusing on Groups
- Building Trust
- Reducing Unnecessary Competition
- Investing in Employees
- Interim Measurements of Control
- Active Employee Participation
- Strategic Interventions

Module 5- Training & Development

- On what basis Training Is Provided?
- TO whom Training is being provided?
- Training Need Identification
- Training Budgeting
- Preparation of Training Calendar
- Training Module Design.
- Training Feedback Analysis

Module 6- Recruitment & Manpower Planning

- Recruitment & Selection Overview
- Manpower Requisition Processing
- Sourcing through Job Portals, social media, LinkedIn, headhunting with Sourcing Methodologies.
- Screening & Short-Listing.
- Interview Line up
- Selection
- Building Right Attitude for Interview
- Skills Required for Interview and Demonstration of Skills
- Techniques for Interview Performance
- How to Prepare for Interview?
- Communication & Body language
- During Interview
- Frequently Asked Interview Questions and Their Answers
- How to prepare your resume?

**Currently, we are arranging practical sessions for PF / ESIC Live
Challan Generation Employer Portal**

Time Period of the Training

Each module has 15 hours of training. Total 3 months training program

Weekly thrice a week

- MONDAY, WEDNESDAY, FRIDAY
- TUESDAY, THURSDAY & SATURDAY
- SUNDAY ONLY Doubt Session

Timing of the classes

Morning

8:00am - 11:00am

11:30 - 1:30pm

Afternoon

2:00pm - 5:00pm

Eveing

5:30pm - 8:30pm


Certification will be provided from HR BROADWAY for every candidate after the completion of the course.

Training Fees

The charges for this complete course is Rs 30,000/- Only.

Discount will be provided to early birds

Contact

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