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you build  
a bright  
future.

# HR EXECUTIVE TRAINING

This document includes all details pertaining to the scope of the training program, pricing, and terms.

This offers specialized training programs for HR associates and executives. This is written to be useful for more generalized training, as well as for more specialized, industry-specific HR processes.

## About us

Smartmovess is a New Delhi based company that specializes in targeted and customized Manpower recruitment and training programs for Human Resource professionals of any level of experience. Our approach to training is based on our trainers' cumulative years of experience.

<https://www.smartmovess.com/>

# Proposed HR executive Training

The following is a list of goals and challenges for your sales team. With these goals and challenges established, we can then propose how a specialized sales training program can address them.

## Goals/Challenges

### Sales Training Method and Focus

Our specialized training team at Smartmoves believes that the following approach will successfully meet and exceed the above challenges and goals.

## HR TRAINING COURSES

Human resources is rightly judged to be the lifeblood of many businesses, and is seen by many as being fundamental to any company's success.

This course will teach you to see people as assets of a company, it will show you how to improve their performance, and to use them to achieve competitive advantage. You will learn skills that can be practically implemented back in the workplace, and will discover not only how to win over employees, but also how to get everyone in a company to pull together in the same direction.

These programmes will enhance your knowledge of the HR industry, which in turn will enable you to embrace new career opportunities. A qualification in this subject will show potential employers that you can add value to their organisation, and demonstrate to them your commitment to this specialised business-critical field. On passing the course you will gain a respected accreditation that will open doors for you, and set you well on your way to becoming a professional HR practitioner.

### HR training courses overview

Programmes of study will cover a wide range of topics, and are focused on bringing students up to date with the latest thinking and research on key HR sectors. As an introduction to human resources it will provide you with a detailed

understanding of all aspects of the field. This will be done through coursework assignments, case studies, practical examples and workshop sessions.

At every stage of their studies students will receive the full support of expert trainers, as well as regular feedback from them. Apart from teaching you they will also be available to give you helpful career advice.

Through a high standard of training you will be fully prepared to respond to and anticipate the strategic and operational challenges a HR department faces. Students will be equipped with the skills and techniques needed to ensure staff perform to the peak of their abilities. Ultimately you will be able to deliver a level of HR performance that enhances your organisation.

### **Training material**

You will be given excellent training material that covers all the course modules in detail, as well as useful online resources and course assignments.

### **HR training course suitable for:**

- Anyone wanting to move into a HR role or apply for related fields.
- Anyone currently working in a HR department.
- Inexperienced as well as experienced HR staff.
- People interested in becoming HR specialists.

### **Typical subjects taught on a HR training course**

- Absence Management
- Coaching and Mentoring
- Conflict Management
- Data Protection at Work
- Disciplinary Action committee
- Dismissal
- Employment Contracts

- Employment Law
- Employee Retention
- Recruitment
- Handling Grievances
- Harassment and Bullying at work
- Health & Safety at Work
- HR Administration
- HR Management
- HR Planning
- HR Policies & Strategies
- Interviewing Techniques
- job Analysis
- Job Specifications
- Making JD
- Managing Poor Performance
- Manpower Planning
- Motivating Employees
- Paid annual Leave
- Pensions
- Performance Management
- Personnel Records
- Planning Interview Questions
- Pregnancy and Maternity Leave
- Recruitment Selection

- Recruitment Law
- Recruitment Agencies
- Recruitment Strategies
- Remuneration and Benefits Packages
- Return to Work Interviews
- Reward Strategies
- Sex Discrimination
- Staff Appraisals
- Staff Management
- Staff Payroll
- Statutory and Contractual Leave
- Statutory Sick Pay
- Talent Management
- Termination of Employment
- Unfair Dismissal
- Unlawful Discrimination
- Welfare Issues
- Workplace Investigations
- Writing Job Descriptions

**You will learn how to**

- Train and retain good workers.
- Attract the best employees.
- Handle misconduct.

- Ensure that a recruitment campaign complies with all relevant legal obligations.
- Manage unexpected staff absences.
- Align HR practices with organisation's needs.
- Implement diversity and equality practices.
- Find the right people for the right job.
- Monitor probationary periods.
- Monitoring staff timekeeping.
- Check that a prospective candidate has the right to work in the country.
- Provide guidance, support and advice on all hr related issues.

#### **You will learn about**

- The HR profession.
- Employment legislation and how it can affect an organisation.
- The latest changes in legislation.
- How cultural diversity operates within a workplace environment.
- How to promote an inclusive working environment
- Identifying staff training needs.
- The employer's duty of care towards its staff.

# Training Contract

This Training Contract (the "Contract") states the terms and conditions that govern the contractual agreement between Smartmovess and the trainee.

WHEREAS, the Trainer holds significant expertise and offers training services in HR executive and HR Generalist.

NOW, THEREFORE, In consideration of the mutual covenants and promises made by the parties within this Contract, the Trainer and trainee(individually, each a "Party" and collectively, the "Parties") covenant and agree as follows:

- 1. TRAINING.** The Trainer shall conduct training in accordance with the schedule
- 2. PAYMENT.** The total cost to be paid to the Trainer by the Trainee for the services hereunder shall be INR 10,000.
- 4. PUBLICITY AND MARKETING.** The Client authorizes the Trainer to utilize the Client's logo and associated trademarks as well as any media, photos, or footage from any training session solely for the purpose of marketing the Trainer's services.
- 5. NO MODIFICATION UNLESS IN WRITING.** No modification of this Contract shall be valid unless in writing and agreed upon by both Parties.
- 6. APPLICABLE LAW.** This Contract and the interpretation of its terms shall be governed by and construed in accordance with the laws of the State of New Delhi and subject to the exclusive jurisdiction of the federal and state courts located in India.