

ZENUS INFOTECH INDIA PVT. LTD.
CURRICULUM OF HR MANAGEMENT

Course Duration: 6/8 Weeks*

Overview of HRM	Determining Pay Rates For Positions
Job Analysis and Design	Interview Skills
HR Roles and Responsibilities	Employee Orientation
International Human Resource Management	Labour Relations
Unions	Ethics
Training Techniques	Understanding Hourly, Salary and Incentive-Based Pay
Individual Career Development Plan	Project Organization Chart
Staffing in Organizations	Compensation and Benefits
Legal Termination	Perks
Cuts and Layoffs	Basic OSHA Standards
Important Laws to Remember	Professional Development
Creating a Safe and Healthy Work Environment	Current Issues and Trends in HRM
Training Tools	Taking Disciplinary Action
Payroll Management & WPS	Rewards and recognition
Performance Appraisals	Employment Law & Employee Rights

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