

AZIELS TECHNOLOGIES

TRAINING | DEVELOPMENT | CONSULTANCY

Advanced Human Resources
HR Practical Training
 100% job assistance



www.aziels.com



+91-9999585680/
8447968167



info@aziels.com

Manpower Planning

- New Organisation
- Established Organisation
- Preparing Organisation Chart
- Planning Staff Requirements
- Selecting Source of Recruitments
- Budgeting
- Knowledge Transfer
- Notice Period

Joining

- Statutory & Non Statutory Joining Formalities
- Medical
- Creating Temporary ID
- Pre Joining Formalities
- Post Joining Formalities
- Reference Check
- KYC

Hand On Experience on Client Requirements

- Understanding Requirements of Clients
- Job Analysis
- Preparing Job Description
- Telephonic Conversation
- Working on Job Portals
- Naukri/ Times Job portals
- Screening Candidates
- Scheduling Interviews
- Internal Recruitments
- External, Recruitments
- Follow up with clients

- Salary Survey
- Competitive analysis
- Gap Analysis
- Passive Search
- Head Hunting
- Various Assessment Round
- Negotiation with Candidates
- Undersigned letter
- Undersigned letter
- Undersigned letter
- Undersigned letter

HR Letters

- Offer
- Confirmation
- Salary Certificate
- Appointment
- Experience
- Warning
- Probation
- Relieving
- Termination

Induction

- Ethics
- Culture
- Hierarchy
- Benefits
- Policies
- Growth

Employee Engagement

- T & D Need Analysis
- Motivation
- Mentoring , Coaching
- R & R

TIME Office/Excel/MIS

- Attendance Management
- Leave Salary Report
- Bio Metric
- Job Card of Daily workers
- Contact Employee
- Attrition Rate
- V-Lookup / H Lookup
- Pivot Table

Exit Formalities

- Counter Offer
- Feedback
- Documentation
- NOC - F & F

Industry Recruitment practical Experience

- IT
- ITES
- Hospitality

- BFSI
- Logistics
- Manufacturing



www.aziels.com



+91-9999585680/
8447968167



info@aziels.com