

## RECOGNIZE YOUR CAREER

An ISO 9001:2015 Certified Institute  
**SLA Consultants**  
INDIA  
RECOGNIZE YOUR CAREER



## Professional Training Institute

- ▶ E-Accounts & E-Taxation (GST)
- ▶ Direct & Indirect Taxation (GST)
- ▶ Advanced Tally ERP 9
- ▶ HR Generalist & Analytics
- ▶ HR Payroll & IR Compliances
- ▶ HR Social Compliances
- ▶ MIS & Data Analysis in Excel
- ▶ VBA/Macros & Access, SQL
- ▶ Advanced Excel, VBA, Access (MIS)
- ▶ Digital Marketing/SEO/SMO/PPC
- ▶ Corporate Finance/Financial Analyst
- ▶ Technical Analyst (Stock Market)
- ▶ Pre-Sales & Bid Management
- ▶ Advanced Web Designing
- ▶ PHP & MYSQL
- ▶ Software Testing (Manual+Automation)
- ▶ Selenium
- ▶ Graphics Designing (Photoshop, Corel draw, Indesign, Illustrator)
- ▶ Cisco Networking
- ▶ Microsoft System & Administrator
- ▶ Linux/Unix
- ▶ SAS(Base+Advanced SAS)
- ▶ Big Data/Hadoop

Contact: +91 9999491895, 9873140018 Email: info@slaconsultantsindia.com

### Advanced HR Generalist Practical Training

**SLA Consultants India** is a Learning & Development Company that has been Organizing HR Workshops for Over 10 Years to Benefit Fresher's and Sr. Management Level Professionals. The Workshops are Organized in Big the Corporate Houses, Colleges and Inhouse.-

Course Duration: **80 - 85 Hours with 5 - 6 Trainers for 6 Modules** SLA Consultants India **Advanced HR Generalist Practical Training** Delivery Method:

- Web / Desktop Base
- Instructor-Led Classroom Sessions,
- Presentations/Demonstration/Practical's of Concepts.
- Handouts/Assignments/Workshop Exposure

Please Visit to Our Website to get more details: [www.slaconsultantsindia.com](http://www.slaconsultantsindia.com)

**NOTE:** Classes are Also Available on Module Basis

### *Module 1 - Statutory & Legal Compliance*

#### **a. Employees' Provident Fund (EPF)**

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

#### **Practical Session**

- Online Registration of Establishment
- Online Generation of UAN
- Online Submission of KYC
- Online ECR Generation
- Online Bulk Exit
- PF Report in Excel Sheet
- Registers and Records
- Various Forms

#### **b. Employees' State Insurance (ESI)**

- Computation of Monthly ESI Contribution
- Computation of Interest & Penalty
- ESI Benefits
- 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

**c. Payment of Bonus**

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

**Practical Session**

- Registers & Records
- Return
- Display

**d. Payment of Gratuity**

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

**Practical Session**

- Various Forms
- Display

**Module 2 - Compensation and Benefits**

**1. PAYROLL PROCESSING**

- The Pay Structure
- Basic, HRA, DA, Conveyance, Medical Allowance, LTA, Lunch Allowance etc.
- Salary Break up and Designing CTC.
- Calculation of Gross, Net Salary & CTC
- Calculation of Overtime & Leave Encashment.
- Discussion on Compensation and Benefits.
- Attendance & Leave Management (CL, EL, SL, and ML)
- Preparation of Salary Sheet, Pay Slip, Full n Final Settlement.
- PF Report in Excel sheet
- ESI Report in Excel sheet
- Professional Report Tax
- Live Payroll Software Training (New Topic Added)

**2. TAX PLANNING FOR SALARIED EMP.**

- LWF Slab Rate
- PT Slab Rate
- Income Tax Slab Rate
- Tax Exemptions of Various Allowances.
- Tax Deduction under Chapter VI-A (80C, 80D, 80E, 80G, etc.)
- Rebate U/S 87A
- Education Cess
- Routine Tax Planning (Investment Declaration Form)
- TDS Certificate (Form 16)

**Module 2.1 - MS Excel - Lab Session**

**Objective:**

Provide Basic Understanding of Excel, Make user Familiar to Create Formula and give Platform to Make Good Analysis and Introduce Powerful Tools of Advanced Excel so that user can Make Advanced Analysis with the help of Those Tools

**Topics Covered**

**• Look up & Reference Functions & Mathematical Functions**

VLookup, HLookup, Index, Match, Offset, Indirect, Address, Column, Columns, Row, Rows, Choose, Arrays Concept InLookup Formula's, Sum, Sumif, Sumifs, Count, Counta, Countblank, Countif, Countifs, Average, Averagea, Averageif, Averageifs,

**• Text Function & Date & Time Function**

Char, Clean, Code, Concatenate, Find, Search, Substitute, Replace, Len, Right, Left, Mid, Lower, Upper, Proper, Text, Date, Day, Month, Year, Edate, Eomonth, Networkdays, Workday, Weeknum, Weekday, Hour, Minute, Second, Now, Today, Time

**• Logical Functions & Other Functions**

And, Or, If, Iferror, Not, Nested If, Isna, Isblank, Iserr, Iseven, Isodd, Islogical, Isytext, Max, Min

**• Data Management**

Data Collection Method With Data Quality, Collaboration & Security Like Share Your Workbook On Share Drive With Quality

**• Analysis**

Single/Multidimensional Analysis, Like Three Dimensional (3D) Tables

Sensitive Analysis Like Data Table, Manual What-If Analysis, Threshold Values, Goal Seek, One-Variable Data Table,

**• Advanced Chart, Graph & Dashboard:**

Advanced Chart Technique, How To Make Dynamic Charts, Bar Charts, Pie Charts, Scatter Chart, Line Chart, Column Chart, Speedometer Chart, Gantt Chart, Two-Variable Data Table

**• Advanced Filter, Validation & Pivot Table:**

Filters (Basic, Advanced, Conditional), Sort (Ascending, Descending, Cell/ Font Color), Conditional Formatting, Data Validation, Group & Ungroup, Data split.

Pivot Table and Charts, Import and Export data, Protect/Unprotect sheets/workbooks. Worksheet formatting and Print Display

## Module 3 - Corporate IR / Labor Law Compliances

### 1. DISCIPLINARY

#### ACTION/TERMINATION/MISCONDUCT

- What's Disciplinary Action?
- Definition of Misconduct/Violation of Code of Conduct.
- Preparations of Show Cause Notice/Charge Sheet.
- Domestic Inquiry
- Termination

### 2. CONTRACT LABOUR (REGULATION AND ABOLITION)

#### ACT1970

- Objective
- Applicability
- Registration & License
- Returns(Report)
- Facilities
- Registers and Records
- Displays

### 3. SHWW Act, 2013 (New Topic Added)

- Sexual Harassment Policy
- Internal Complaints Committee

### 4. TRADE UNION

- Definition
- Condition/Clause
- Function
- Benefits and Drawbacks

### 5. SHOPS & ESTABLISHMENT Act,

- Objective
- Applicability
- Registration
- Conditions of Work
- Registers to be maintained
- Displays(Notice)

### 6. FACTORY Act, 1948

- Objectives
- Applicability

- Licensing Procedure
- Employment Conditions
- Facilities
- Committees
- Statutory Appointments
- Registers & Records
- Various Returns
- Various Forms
- Displays

### 7. INDUSTRIAL DISPUTES Act, 1947 (New Topic Added)

- Purpose
- Scope
- Forms and Formats
- Regulatory Body
- Employer's Obligation
- Keywords used

### 8. MINIMUM WAGES Act,

- Objective
- Applicability
- Notification
- Provisions
- Registers to be maintained
- Returns
- Display(Notice)

### 9. APPRENTICESHIP Act, 1961 (New Topic Added)

- Objective
- Contract of Apprenticeship
- Termination of Apprenticeship Contract
- Obligation of Employers Toward an Apprentices
- Obligation of Apprentices
- Payment to Apprentices
- Health, Safety and Welfare of Apprentices
- Rules and Guideline

## Module 4 - Performance Management System (Advanced Topic Added)

### Module 4.1 – Performance Management System (Advanced Topic Added)

- Design a PMS System
- Goal Cascading
- Mapping the KRAs and KPIs
- Link Reward System to Achievement of KRAs
- Performance Counseling Techniques
- Reward & Recognition System.
- Performance Report & Dashboard
- Timelines Quarterly & Mid-Year Reviews

### Module 4.2 – Learning & Organizational Development (Advanced Topic Added)

- Build Core and Functional Competency Frameworks
- Learning Need Analysis/ Module Design/ Budgeting / Calendar
- Assessment Processes & Feedback Analysis
- ROI Measurement
- Organizational Diagnosis/Assessment

## **Module 5 - Policies (New Topic Added)**

### **Module 5.1 A. Policies (New Topic Added)**

- Why Policies, Steps to Frame HR Policy?
- Attendance Policy
- Leave policy
- LTA & Reimbursement Policy
- Code of Ethics & Business Conduct
- Email, Internet & Computer use Policy
- Confidentiality & Non-Disclosure Policy
- Effective Retention Policies
- Module 5.1 B. Employee Relationship Management
- Joining Formalities and Relieving Procedure
- Exit Interviews
- Employee Engagement
- Grievances

### **Module 5.2 – HR -Business Partner (Advanced Topic Added)**

- Contributions of HR from Business Perspective?
- Review & Analyze Business Unit Data
- Employee Budgeting and Man Power Planning
- Workforce Planning, Succession Planning, Career
- Architecture Program and Skills Assessment
- Attrition Issues & Control
- Design SOP.

## **Module 6 - Recruitment & Selections**

- End-to-End Recruitment Process
- Job Analysis, Job Advertisement
- Industry Mapping
- Head Hunting & Blind Recruitment
- Profile Sourcing - Hands on Experience on Job Portals i.e., Naukri | Monster | Timesjob | LinkedIn
- Sourcing Methodologies - Boolean Search, Keyword Search
- Screening, Short-Listing of Resume.
- Interview Handling

**Please find the HR Generalist Course Duration details. Classes & Course can be designed/customize as per request**

<i>Course Module</i>	<i>Course Duration</i>
Module 1 & 2	40-50 (Hours)
Module 1, 2 & 3	40-50 (Hours)
Module 4 & 5	25-30 (Hours)
Module 1 to 5	60-65 (Hours)
Module 1 to 6	70-75 (Hours)

**Batch Timings:-**

<i>Days</i>	<i>Batch Timings</i>	<i>Class Duration</i>	<i>Course Duration</i>
Sunday	10:00 AM	3-4(Hours)	4-6 Months
Sunday	11:30 AM	3-4(Hours)	4-6 Months
Sunday	1:00 PM	3-4(Hours)	4-6 Months
Sunday	02:30 PM	3-4(Hours)	4-6 Months
Sunday	03:30 PM	3-4(Hours)	4-6 Months
Saturday/Sunday	10:00 & 2:00 PM	3-4(Hours)	2-3 Months
Monday to Friday	09:30 AM	2-3(Hours)	1.5 - 2 Months
Monday to Friday	12:30 PM	2-3(Hours)	1.5 - 2 Months
Monday to Friday	3:00 PM	2-3(Hours)	1.5 - 2 Months

**Regards,**

**SLA Consultants India**

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