



DIPLOMA

Human Resource Management

Be a Certified HR – Generalist Professional

This course empowers you with practical experience on all HR processes from HIRE TO RETIRE!

Within 6 weeks, you will cover **97 key concepts** in HR and be able to:

- Prepare all Employment letters , Job Descriptions, Training calendar, KRA documents
- Source candidates through Job portals, social networking sites, Headhunting
- Conduct HR Interviews, Reference Checks, Employee Engagement initiatives
- Prepare Salary Structures, calculate Tax implications
- Process Salaries through Payroll
- Conduct Induction Programs, Training Feedback Analysis, Attrition Analysis
- Create MIS Reports, Employee Database

For Admissions, contact –9822077137 now!

Address:

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