Brochure for 20 Days HR- Recruitment Training & Workshop

Unlock the door to a thriving career in Human Resources with our intensive 20-day HR Management and Recruitment Training & Workshop. Designed for HR enthusiasts and professionals, this program at Kings College, Kathmandu, offers a deep dive into the latest industry practices and skills needed to excel in today's dynamic HR environment. The course combines essential modules for managing Human Resources in Nepal, blending mentorship-based knowledge transfer, lectures, etc.

Module 1: HR Overview

Understanding HRM: Core principles of Human Resource Management and its pivotal role in organizational strategy.

Roles and Responsibilities: Varied functions within HR and their impact on driving business success.

General Overview:
  - Objectives of HRM
  - Salary and hour regulations
  - Workplace safety standards
  - Anti-discrimination laws
  - Harassment policies
  - Family and medical leave laws
  - Employee privacy protections
  - Termination procedures and unemployment benefits

Module 2: Employment Law

Legal Framework: Gain insights into the legal framework governing employment and how it affects HR operations.

Practical Compliance: Master the art of navigating through complex employment laws to ensure compliance and protect your organization.

Module 3: HR Policy

Policy Development: Crafting HR policies that align with organizational objectives while promoting employee well-being.

Implementation and Enforcement: Establishing effective mechanisms for implementing and enforcing HR policies.

Practical:
  - Drafting an HR policy for a company (45 minutes)
  - Ensuring company compliance with regulations
  - Securing governmental approval for HR policy legalization

Module 4: HR Management Tools & Payroll Management

Tool Overview: Exploring the latest HR management tools available.

Choosing the Right Tools: Selecting tools tailored to meet organizational requirements effectively.

Practical:
  - Overview of HRM software solutions
  - Managing payroll details (current tax rates, provident fund, SSF)

Module 5: HR Administration

Administrative Functions: Key roles and responsibilities within HR administration.

Efficiency Techniques: Strategies for optimizing efficiency in HR administrative processes.

Practical:
  - Developing workforce plan walkthrough.
  - Job descriptions creation from scratch.

Module 6: Employee Relations

Building Relationships: Tactics for cultivating strong connections and nurturing a supportive workplace culture.

Conflict Resolution: Techniques for effectively addressing and resolving workplace conflicts.

Topics:
  - Onboarding and On-the-Job Training (OJT)
  - Supervising Onboarding Buddies
  - Employee Orientation Protocols
  - Strategies for Feedback and Communication

Module 7: Recruitment

Recruitment Process: Comprehensive steps from job posting to hiring the right candidate.

Effective Sourcing and Onboarding: Strategies for sourcing top talent and optimizing the onboarding process.

Topics:
- Internal /External recruitment strategies
- Employee referrals /Employee funneling
- Headhunting and Recruiters
- Company and vacancy branding
- Social media Recruitment Tactics
-Direct Sourcing via Linkedin

Module 8: Learning and Development

Training Programs: Developing and deploying impactful training initiatives.

Measuring Impact: Evaluating the effectiveness of training on performance and organizational growth.

Topics:
- Conducting training needs analysis and identifying levels of training required
- Creating employee growth and development plans
- Planning for future leadership and succession

- Implementing organizational, operational, and individual training programs

Practical:
- Designing a training plan (case study)

Module 9: Performance Management & Benefit Management

Performance Management: Overseeing and enhancing employee performance.

Employee Development Plan: Formulating strategies for professional growth.

Topics:
- Defining Key Performance Indicators (KPIs)
- Establishing Key Responsibility Areas (KRAs)
- Setting goals with measurable tracking
- Implementing 360-degree performance management

Practical:
- Applying effective performance management techniques

Module 10: Exit Management & Retention Policy

Exit Management Protocols: Managing procedures for employee exits.

Retention Plans: Developing strategies to reduce turnover and enhance employee retention.

Practical:
 Analyzing retention strategies through a case study (30 Mins)

Complementary Module 11 (Linkedin & Networking)

- **Using LinkedIn as an HR Tool**
  - Sourcing and Networking: Building networks and sourcing candidates.
  - Profile Building: Optimizing LinkedIn profiles for HR professionals.
- **Practical**:
  - Create or Optimize LinkedIn Profile