




## International HR & Payroll Institute




**Only 5 Students per Class – Personalized Learning That Feels Like a Private Training**

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## Essential HR Module

₹14,999

- Core HR (Theory & Case Studies)
- Excel (Basic to Intermediate)
- Payroll (Basic to Intermediate)
- Course Duration: 30 Days
- Certificate: Certified Associate in Human Resources Operations

[View More](#)

## Advanced HR Module

₹25,999

₹20,999

- **Essential HR Module** +
- Payroll & Compliance in Depth (with practical)
- Advanced Excel (Full coverage)
- HR Analytics (Dashboard & Reports)
- **Includes :** Workday(Theory)
- **Course Duration:** 60 Days
- **Certificate:** Certified HR Generalist & Payroll Specialist
- **Placement Assistance:** Resume building + Mock Interviews & Naukri Update

[View More](#)

## Pro HR Module

₹39,999

₹24,999

- **Advanced HR Module** +
- Generative AI for HR (Projects + Tools like ChatGPT, Gemini)
- **Duration:** 90 Days
- **Certification:** Certified HR & Payroll Specialist with HR Automation Mastery

[View More](#)

**Mode of Training:**  
Live Online Training

**Days:**  
Monday-Friday(Per 1 Hr.)

# Essential HR Module

## CORE HR

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- ☞ Talent Acquisition, Recruitment & Selection
- ☞ Employee Onboarding
- ☞ Engagement Strategies
- ☞ Handling Employee Grievances
- ☞ HR Qualities
- ☞ Orientation & Placement
- ☞ Employee Retention
- ☞ Employee Relationship Management
- ☞ Reward & Recognition
- ☞ SWOT Analysis
- ☞ Exit & Offboarding Process

## ADVANCED EXCEL

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- ☞ Freeze Panes
- ☞ Sort & Autofilter Command
- ☞ SUM and SUMIF Functions
- ☞ COUNTIF Functions
- ☞ If Condition
- ☞ Round
- ☞ Insert Function Command
- ☞ Remove Duplicate
- ☞ Auto Adjust

## PAYROLL & COMPLAINTS

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- ☞ Payroll Cycle
- ☞ CTC Breakdown(**Basic**)
  - Earning
  - Deduction
  - & Contribution
- ☞ Gross Breakdown(**Basic**)
  - Earning
  - Deduction
  - & Contribution
- ☞ Leave Policies & Holiday Lists
- ☞ Leave Encashment Process
- ☞ Loss of Pay
- ☞ Provident Fund (PF) Calculation
- ☞ Professional Tax (PT)
- ☞ ESIC Contribution & Calculation
- ☞ Overtime(OT)

**₹14,999**

**Batch Size:** Max 5 Students.

**Placement Assistance Includes:**

- Customized CV creation
- Job portal profile optimization
- Interview question preparation tailored to your profile

# Advanced HR Module

## CORE HR

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- ☞ Workforce Planning
- ☞ Job Role Analysis
- ☞ Talent Acquisition, Recruitment & Selection
- ☞ Employee Onboarding
- ☞ Engagement Strategies
- ☞ Handling Employee Grievances
- ☞ Training & Development
- ☞ Employee Retention
- ☞ Managing Attrition
- ☞ Employee Relationship Management
- ☞ HR Policy Development
- ☞ Performance Appraisal Management
- ☞ SWOT Analysis
- ☞ Exit & Offboarding Process

## HR ANALYTICS

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- ☞ Employee Database Management
- ☞ Headcount Analysis
- ☞ Attrition Analysis
- ☞ Departmental Analysis
- ☞ Age Demographics Analysis
- ☞ Gender Demographics Analysis
- ☞ Payroll Management
- ☞ Gratuity Analysis
- ☞ Payslip Exercises

## PAYROLL & COMPLAINTS

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- ☞ Compensation, Salary Structure, and Benefits
- ☞ CTC Breakdown & Calculation
- ☞ End-to-End Payroll Processing
- ☞ Leave Policies & Holiday Lists
- ☞ Leave Encashment Process
- ☞ Statutory Compliance Overview
- ☞ Payment of Wages Act, 1936
- ☞ Form 11 Submission
- ☞ UAN Generation & Activation by Employees
- ☞ EPF Withdrawal Procedure
- ☞ PF Account Transfer Process
- ☞ Provident Fund (PF) Calculation
- ☞ Professional Tax (PT)
- ☞ Gratuity Calculation
- ☞ ESIC Contribution & Calculation
- ☞ Bonus Computation
- ☞ Overtime(OT)
- ☞ Income Tax & TDS Deduction
- ☞ Form 12BB Submission
- ☞ Form 16 Overview
- ☞ Leave Travel Allowance (LTA)

# Advanced HR Module

## ADVANCED EXCEL

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- ☐ Freeze Panes
- ☐ Ctrl, Shift, and Arrow keys
- ☐ Sort & Autofilter Command
- ☐ Absolute references
- ☐ IF Function & Nested If Function
- ☐ And & Or Functions
- ☐ SUM and SUMIF Functions
- ☐ COUNT Functions
- ☐ Round
- ☐ VLOOKUP, XLOOKUP
- ☐ Insert Function Command
- ☐ Paste Special Command
- ☐ Pivot Tables
- ☐ Protecting cells and worksheets
- ☐ Conditional Formatting
- ☐ INDEX & MATCH
- ☐ Text to Col
- ☐ Remove Duplicate
- ☐ Auto Adjust
- ☐ Data Validation

**₹20,999**

**Batch Size:** Max 5 Students.

**Placement Assistance Includes:**

- Customized CV creation
- Job portal profile optimization
- Interview question answer preparation tailored to your profile.

## WORKDAY

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- ☐ Creating pre-hire records
- ☐ Initiating onboarding and background checks
- ☐ Hiring employees and contractors
- ☐ Editing employee information (e.g., personal info, hire date)
- ☐ Managing HR processes (e.g., promotions, transfers, terminations)
- ☐ Creating reports, distributing documents and tasks

**Disclaimer:**

Workday is a **theoretical training** based on Workday documentation. Hands-on access to Workday is not included.

# Pro HR Module

## Advanced HR Module



### ARTIFICIAL INTELLIGENCE IN HR

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- ◉ Intro to Generative AI & Its Benefits
- ◉ Ethical AI Use in HR
- ◉ AI in Recruitment & Email Writing
- ◉ AI for Training, Development & Grievance Handling
- ◉ Automated HR Docs & Policy Drafting
- ◉ AI in Performance Reviews & HR Analytics
- ◉ Prompt Design & Optimization
- ◉ Tools: ChatGPT, Gemini
- ◉ Hands-On Project + Gemini Meeting Summaries (MoM)

**₹24,999**

**Batch Size:** Max 5 Students.

**Placement Assistance Includes:**

- Customized CV creation
- Job portal profile optimization
- Interview question answer preparation tailored to your profile.
- Sharing job openings from our clients—selection depends on your interview performance