



SCMHRD



**AACSB
ACCREDITED**

HR FUNDAMENTALS: BUILDING A STRONG FOUNDATION FOR HR PROFESSIONALS

8th – 9th March, 2025



ABOUT **SCMHRD**

Symbiosis Center for Management & Human Resource Development (SCMHRD), established in 1993 is a premier institute shaping world-class leaders and entrepreneurs. Its prestigious MBA program, AACSB accredited, places it among the top 5% of B-Schools globally. Known for academic excellence, SCMHRD develops exceptional talent in HR, Marketing, Finance, Operations, Infrastructure and Business Analytics.

PROGRAM OVERVIEW

This Management Development Program (MDP) at SCMHRD is meticulously designed for human resource professionals and personnel managers who endeavor to augment their foundational competencies in human resource management. The curriculum addresses the imperative requirement for a systematic comprehension of fundamental HR functions, rendering it particularly advantageous for individuals transitioning into HR positions or aspiring to refine their current HR skill set. By concentrating on indispensable competencies such as talent acquisition, employee engagement, and performance management, the program equips participants with pragmatic tools to adeptly navigate the ever-evolving domain of people management.

The organizational framework of the program prioritizes experiential learning and pragmatic application, thereby facilitating participants' immediate implementation of acquired knowledge within their respective organizations. This practical approach, combined with SCMHRD's academic rigor, ensures that participants graduate with both the theoretical knowledge and practical skills required to excel in contemporary HR roles, making them valuable assets to their organizations' people management initiatives.



TOPICS COVERED

1 DAY

INTRODUCTION TO HRM

- Designing and Implementing HR Policies
- Managing Employees and their Data

TALENT ACQUISITION

- Employee Recruitment Process
- Selection Techniques and tests
- Interviewing methods
- Onboarding

LEARNING AND DEVELOPMENT

- Organizations and L&D Process
- Methods and their applications
- Need analysis and Training evaluation
- Disciplines and disabilities

REWARDS AND PERFORMANCE MANAGEMENT

- Introduction and types of Rewards
- Performance Management Process
- Linking Performance to Rewards

INTRODUCTION TO ANALYTICS

- Challenges and issues in managing HR Data
- Data driven Decision making
- HR Metric and applying HR Metrics in HR function
- HR Data presentation for effective decision making

INDUSTRIAL RELATIONS

- Major IR acts in Indian workplace
- Trends and issues in IR
New Labour codes

2 DAY



WHO IS IT FOR

- ▶ **New HR Professionals** looking to build a strong foundation in HR practices.
- ▶ **HR Generalists** seeking to enhance their core HR skills and competencies.
- ▶ **Junior HR Executives** aiming to improve their effectiveness in day-to-day HR operations.
- ▶ **Non-HR Managers** or team leads who manage people and want to understand fundamental HR functions.
- ▶ **Aspiring HR Professionals** preparing for a career in human resource management

ELIGIBILITY CRITERIA / PRE-REQUISITES

Enthusiasts who are eager to learn and upskill themselves



MESSAGE FROM DIRECTOR

In this era of rapid changes, organizations are faced with the steep challenge of trying to cope with the changing circumstances. We at SCMHRD understand this dimensional drift that the organizations are faced with. Hence, it remains our constant endeavour to augment ourselves in being of assistance to organizations at this juncture. Our well rounded strategy of continuous research and industry partnership lays the foundation of our approach to Management Development Programmes.

Dr. Netra Neelam, Director, SCMHRD



KEY TAKEAWAYS

- ◆ Participants will gain a solid understanding of fundamental HR practices, including effective recruitment techniques, employee engagement strategies, and performance management frameworks. They will leave with practical tools to handle core HR operations, improve communication, and ensure compliance with HR processes. The program will also equip participants with the confidence to apply these skills in their daily roles, enhancing overall efficiency and effectiveness in HR management.
- ◆ Complete this transformative program to earn SCMHRD's prestigious certification, recognized across industries. Gain exclusive access to industry experts and comprehensive implementation toolkits for immediate application of HR practices.





PROGRAM DATES & DURATION

2 days program on 1st - 2nd March, 2025

PROGRAM FEES

- ▶ INR 20,000 per participant inclusive of GST
- ▶ The program sessions will be undertaken in offline mode at SCMHRD, Pune campus
- ▶ This is a non-residential program

SYMBIOSIS INFO TECH CAMPUS

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