



PRACTICAL HR FUNCTION TRAINING

GREATER SKILLS, BETTER CAREER>>>

26th November 2019



INTRODUCTION

The well-being of any organization heavily depends on the Human Resource, who are the one to make the organization dynamic and full of life. Also, organization responsibly should be able to make each individual satisfied, secured and happy.

The mission is undertaken by HR Department, which is responsible for all matters related to worker's constituency from designing tasks, monitoring human processes, training and measurement of efficiencies. It is therefore a very important arm to guide Management and to keep them informed about the key system requirements.

This course will provide a holistic view of the entire HR function for any kind of organization. The basic area of HR operation has been covered under this course. After the successful completion of this course, any professional can understand, operate and upgrade different functions of HR as per the requirement of organizations.

Participants of this course shall also be equipped with some tools & formats to be used in different HR functions. Young HR professionals shall be highly benefited from this course.

There is a demand across Industrial and Service sectors, for employees required to monitor, administer and run HR processes which is very important to the well-being of any organization to be fulfilled.

This is a paid service by an individual and is open to those who pass the Assessment Test* and fulfill other criteria laid down by the Admissions Committee to get enrolled in the training.

OBJECTIVES OF THE COURSE

This is a job-oriented HR Function Training program which will transform fresh graduates into work-ready HR professionals with the capacity of HR officer. The objectives are to make trainees;

- understand core HR functionality
- prepare HR Documents
- conduct performance appraisal
- able to recruit and select the right people
- administer Attendance & Leave
- prepare a salary sheet
- comply HR policy with Labour Act 2074
- competent in HR software, tools and techniques

METHODOLOGY

- | | |
|------------------------|--------------------------|
| • Exercise | • Lecture, Discussion |
| • Case Study | • Sharing Participatory. |
| • Role Play/Simulation | |

OUTCOME OF THE TRAINING

merojob will introduce the certified trainee to one specific or few organizations, HR Manager for a job interview in order to get placed in a suitable position and will also be empowered for Career Growth.

CONTENTS OF TRAINING

- **Introduction to HR Practices**
(Familiarization with evolving modern HR in Nepalese and international context)
- **Organization Hierarchy and Organogram**
(Structuring the different level of job positions and the process in order to achieve process flows)
- **Drafting Job Descriptions & Job Specification**
(How to structure and create effective responsibilities through the job content)
- **Developing KRAs and KPIs**
(Meaning of KRAs and KPIs)
- **Recruiting & Interviewing practices**
(Practical experience of dealing with applicants and applications)
- **Attendance & Leave Administration**
(Understanding related to systems and work input measurement)
- **Payroll Processing**
(Calculation and payment of emoluments)
- **Basic Performance Appraisal**
(Measurement of efficiencies and effective delivery of work)
- **Labour Act, 2074 Orientation**
(Current labour process brief)
- **Documentation, Filing & Basic HR Analytics**
(Basic office process, including appointment, offer letter, record keeping etc.)
- **Key HR SOPs, Checklists and guidance**
(Drafting of HR documents, process mapping)

Start Date	:	26 th November 2019
No. of Classes	:	16 Sessions
Class Duration	:	7:00 am - 9:30 am (Morning Time)
Class Schedule	:	Sunday - Friday
Training Fee	:	Rs 24,000 /- (including VAT)
Venue	:	Learning Hall, merojob office, Kathmandu