

Become a Master

Unlock Your Potential with Our

HR COURSES



Aspire towards your dreams with

HR COURSE AT SEVENMENTOR

Seven Mentor Institute is at the forefront of providing comprehensive IT Training and Skill Development programs across India. Our commitment lies in creating an optimal learning environment across all our training centers. We are dedicated to nurturing our students into reliable and proficient future professionals.

Our mission is clear: to promote inclusive access to education for all aspiring learners. With this vision in mind, we warmly invite all students to join our HR-related courses, paving the way for global professional opportunities.

Join us today and pave the way for a successful journey towards your desired profession. Let SevenMentor be your guide in realizing your aspirations and unlocking your full potential.

HR COURSE



84%

IT Organization prefer HR Course Platform as it is most secured and open source.

**INDUSTRY
INSIGHTS**

33%

Year on Year Growth For HR Course.

Learn HR Courses and Be in Demand Always!

In today's dynamic business environment, Human Resources professionals are more critical than ever. Our comprehensive HR course is designed to equip you with the skills and knowledge needed to stay ahead in this competitive field. By mastering the latest HR practices, legal frameworks, and strategic management techniques, you'll become an indispensable asset to any organization. Whether you're looking to advance your career or transition into a new role, our HR course ensures you remain in high demand, opening doors to numerous opportunities and helping you stand out in the job market. Join us and transform your career by becoming a sought-after HR professional.

UNLOCK YOUR POTENTIAL JOIN THE HR COURSES NOW



BE PREPARED FOR EVERY SCENARIO

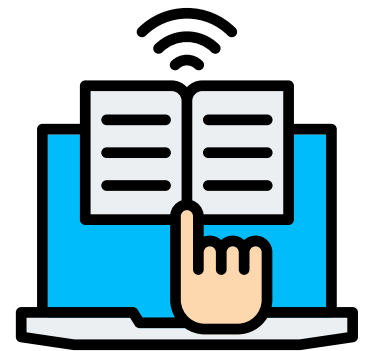
Unleash the best version of yourself through well designed courses, updated curriculum and certified trainers.



Experienced and expert faculty



Flexible Scheduling



Hands-On Learning



Mock Tests



Mock Interview Sessions

GET SKILLS TO FULFILL EVERY ROLE:

Every Student at Seven Mentor gets personalized guidance, mentorship and endless opportunities to address individual queries and concerns. All our sessions are designed to be interactive, engaging and are tailored to your learning pace which ensures that you grasp everything with clarity.



SHASHIKANT PHADTARE

HR TRAINER

(SevenMentor & Training Pvt.Ltd)

A seasoned HR professional with over 25 years of dedicated experience, known for his high-energy approach and unwavering commitment to excellence. He specializes in strategic HR operations, seamlessly aligning organizational goals with HR initiatives to drive profitability and efficiency. His expertise spans identifying training needs, conducting competency mapping, and enhancing organizational effectiveness. As an HR leader, he has successfully directed performance management and talent acquisition strategies, fostering talent growth at all levels. Through his dynamic teaching styles, each student receives personalized attention, ensuring their proficiency and empowering them to excel. His contributions have consistently elevated organizational success and optimized resource utilization.

THINGS THAT SET US APART FROM THE REST

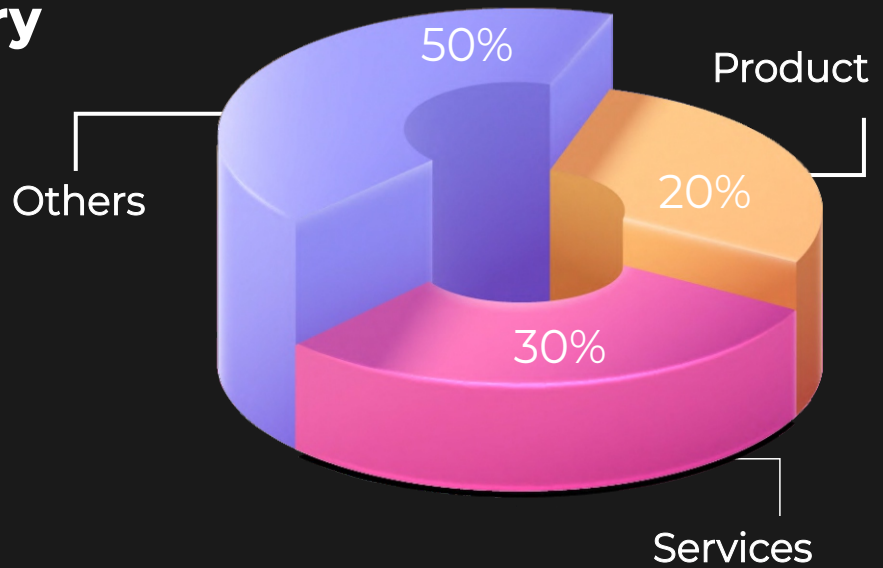
SevenMentor, a training institute in pune is renowned for its meticulously crafted programs in HR and interpersonal skills. Our training offerings are tailored to meet the needs of students, working professionals, and individuals from various backgrounds. Through our interventions in HR practices, interpersonal, social, and life skills, we adeptly address skill gaps. Our training programs shape raw talent into individuals capable of delivering impactful results, fostering and cultivating talent according to the specific needs of both individuals and organizations.

Our HR training programs are founded on adult learning principles, setting us apart and giving us a premium edge. We distinguish ourselves by delivering on our promises and prioritizing our customers' needs.

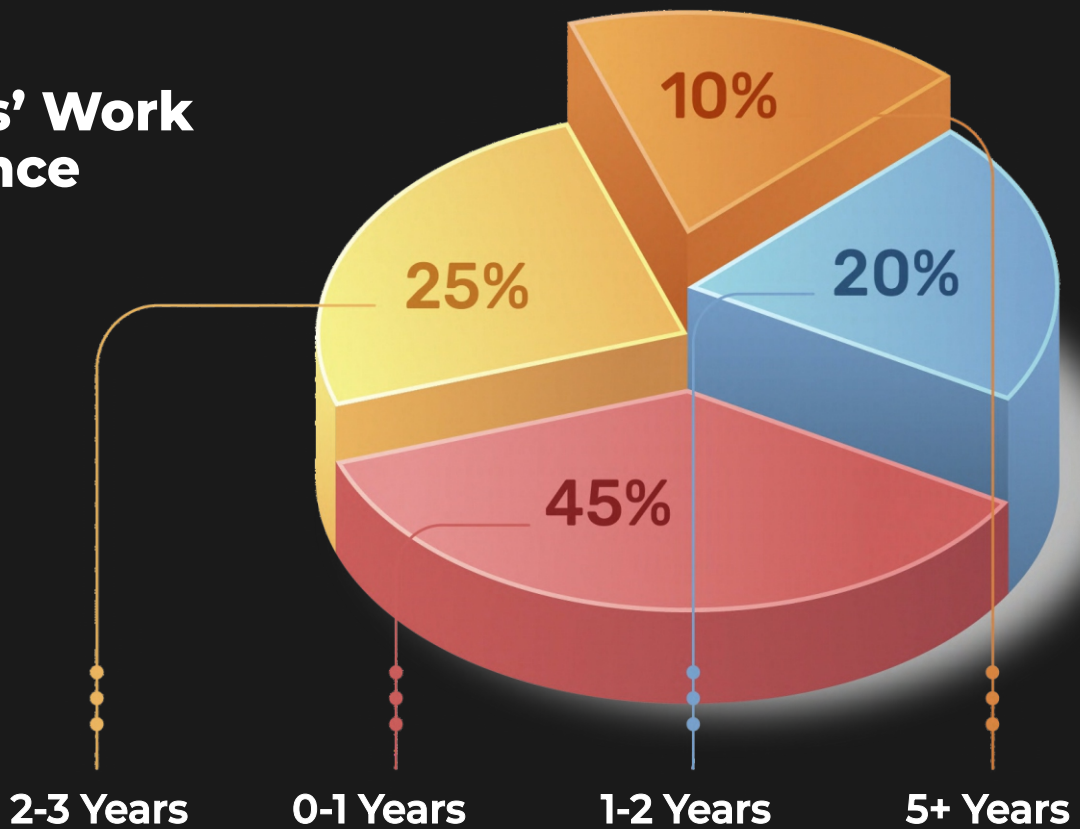
Recognizing the unique requirements of each customer, we tailor our training methodologies accordingly. Additionally, we provide the flexibility of online batches of HR and soft skills training, ensuring satisfaction and smiles for all our customers.

SUCCESS IS AROUND THE CORNER!

Learners' Industry Background



Learners' Work Experience



Affordable Training without Compromise:

SevenMentor, ensures that individuals from all walks of life can acquire knowledge and skills without sacrificing quality. We are committed to providing quality education that empowers everyone to grow in their desired field. By removing barriers to education, we make it possible for anyone with a desire to learn to do so, opening up opportunities for everyone to reach their full potential. Whether through online courses or other affordable options, our goal is to make education accessible to all.

How To Become Great In Your Field ?

- Enroll at **SevenMentor Institute**
- Get hands-on training from **experienced teachers**

HR SYLLABUS

HR GENERALIST SYLLABUS

(Duration 2 months)

1

Google forms and google sheets

6 hours

- **Creating, running and analysing surveys**
- **Creating, running and analysing tests**
- **Creating information gathering forms**
- **Using Google sheets, graphs and Pivot tables**

2

Employee Engagement

4 hours

- **Understanding the concept**
- **Attributes of Engagement**
- **Employee Engagement Survey**
- **Analysing the Survey and related HR actions**
- **Examples of Employee Engagement Activities**

3

Competency Mapping

4 hours

- **Understanding Competencies**
- **Iceberg Model**
- **Competency Mapping process**
- **Methods of Competency mapping**
- **Demonstration of Behavioural Even Interview**
- **Proficiency Levels in Competencies**

- **Competency dictionaries**
- **Linking Competency Framework to all HR functions**

4

Recruitment and Selection

6 hours

- **Difference between Recruitment and Selection**
- **Steps in Recruitment**
- **Internal Recruitment methods**
- **External Recruitment methods**
- **Steps in Selection**
- **Screening and Interviews**
- **Aptitude, practical and Psychometric testing**
- **Live demonstration of Psychometric testing**
- **Naukri.com job posting**
- **Naukri.com Resdex**
- **Naukri.com Boolean search**
- **Indeed job posting**
- **LinkedIn job posting**
- **Lateral Hiring**
- **Head Hunting**

5

Induction and Orientation (On-boarding)

4 hours

- **Difference between Induction and Orientation**
- **Steps in Induction process**

- **Steps in Induction Orientation**
- **Checklist and Assets issue record**
- **Making Picture Organization chart**
- **Statutory and other documentation**
- **Understanding POSH (Prevention of Sexual Harrassment)**
- **Employee Manual**
- **Safety training and Mock drills**
- **Induction and Orientation effectiveness test**

6

Learning and Development

4 hours

- **Difference between Learning and Development**
- **Aspects Learning from learner's perspective**
- **Aspects Learning from trainer's perspective**
- **Training Need Identification (TNA/TNI)**
- **Steps in Learning**
- **Steps in Development**
- **Training Feedback**
- **Application of Learning**
- **Effectiveness of Learning and Development**
- **Succession Planning and Succession Development**
- **Training Plan and Training Calendar**

7**Performance Management****6 hours**

- **Introduction to Performance Management**
- **Steps in Performance Management**
- **Goal setting and performance planning**
- **Understanding KRAs and KPIs**
- **Using nested 'IF' function to monitor KPIs achievement**
- **Ongoing Coaching and feedback**
- **Types of Performance Appraisals/Evaluation**
- **Development Planning**
- **Increments, Promotions, Transfers, Rewards & Recognition**
- **Performance Monitoring and continuous improvement**

8**Labour Laws and New Labour codes****6 hours**

- **Understanding Minimum wages**
- **The Employees' State Insurance Act, 1948**
- **The Employees' Provident Funds and Miscellaneous Provisions Act, 1952**
- **The Payment of Bonus Act, 1965**
- **The Payment of Gratuity Act, 1972**
- **Labour Welfare Fund (LWF) Act**
- **The Maternity Benefit Act, 1961**
- **Leaves as per Factories Act and Shops & Establishment acts**
- **Important Provisions of The Industrial Disputes Act, 1947**
- **Overview of New Labour codes**

9**Basic MS Excel****3 hours**

- **Understanding Ms Excel Interface and Navigation**
- **Basic Formatting - Cell Styles, Alignment, Wrapping, Indentation**
- **Cell formatting - Numbers, Currency, Dates, Custom formatting)**
- **Conditional Formatting**
- **Basic Arithmetic operations**
- **BODMAS rule**
- **Basic functions - SUM, AVERAGE, Count, Countif, Sumif, Min, Max**
- **Working with Worksheets and Workbooks**
- **Basic data handling - Sorting, Filtering, Find, Replace**
- **Data Visualization - Charts and Graphs**

10**Advance MS Excel****4 hours**

- **Lookup functions - Vlookup, Hlookup, Xlookup**
- **Logical Functions - IF, AND, OR, IFERROR**
- **Date and time functions**
- **Data Validation**
- **Pivot Tables**
- **Creating MIS Dashboards**

11**Compensation and Benefits****4 hours**

- **Understanding Compensation**
- **Understanding Benefits**
- **Statutory Compensation components**
- **Non-Statutory Compensation components**
- **Statutory Benefit components**
- **Non-Statutory Benefit components**



12**Income tax****4 hours**

- **Sections related to Salaried person**
- **Income Tax Returns (ITR)**
- **Form 16**
- **Rebate under section 87A**
- **Exemptions under various sections of tax law**
- **Deductions under various sections of tax law**
- **Making tax friendly Salary structures**

13**Tax regimes****2 hours**

- **Income tax declarations and collecting investment evidences**
- **Understanding Old tax regime**
- **Understanding New tax regime**
- **Calculating tax under both the regimes**
- **Understanding Professional Tax**

14**Payroll processing****2 hours**

- **Understanding inputs to Payroll**
- **Processing Payroll in MS Excel**
- **Generating Payslips using Vlookup**

15**Exit Formalities****2 hours**

- **Resignation and Acceptance**
- **Handover of charge / Knowledge Transfer**
- **Exit Interview - Formal and Informal exit interviews**

- **Exit interview Analysis**
- **Clearance for full and final settlement**
- **Full and Final settlement**

16

Resume Building and Interview tips

2 hours

- **Making ATS friendly resumes**
- **Relevant Keywords and effectively use of Job portals**
- **Interview tips**

17

Mock Interviews

2 hours

TOTAL

64 hours

Introduction to HR Analytics

2 hours

- **Definition and Importance**
- **Historical Evolution and Trends**
- **HR Metrics vs. HR Analytics**
- **Lead indicators and Lag indicators**
- **Data types and sources**

HR Data Management

2 hours

- **Data Collection and Sources**
- **Internal HR Data**
- **External Data Sources**
- **Data Quality and Integrity**

Descriptive Analytics

6 hours

- **Data Visualization tools (Excel, Tableau)**
- **Various types of Graphs**
- **Dashboards**
- **statistical Analysis**
- **Measures of Central Tendency**
- **Measures of Dispersion**
- **Range**
- **Variance and Standard Deviation**
- **Correlation**
- **Examples of HR Metrics**



- **Workbooks and Worksheets**
- **Ribbon**
- **Menu Items**
- **Quick Access Toolbar**
- **Formula Bar**
- **Status Bar**
- **Basic Navigation**
- **Basic operations**
- **Basic Functions (eg. Sum, Average, Count, Counta etc.)**
- **Relative and absolute references**
- **Logical functions (IF, AND, OR)**
- **Conditional Summing**
- **Conditional counting**
- **Lookups (vlookup, hlookup, xlookup)**
- **Text and number formatting**
- **Conditional formatting**
- **Data Validation**
- **Sorting and Filtering**
- **Advance filtering**
- **Working with tables**
- **Statistical functions (Mean, Mode, Median)**
- **Text functions (Left, Right, Mid, Concat, Concatenate, Find, Search etc.)**
- **Date functions (Today, Now, Date, Time, Datedif)**
- **Pivot tables**
- **Making graphs, inferences and recommendations**



Working on Tableau

10 hours

- Introduction and Installation of the software
- Understanding Tableau Interface
- Connecting MS Excel to Tableau
- Understanding Measures and Dimensions
- Types of Graphs/Charts
- Creating visualizations
- Formatting options
- Applying filters
- Building Dashboards
- Publishing dashboards
- Downloading and sharing dashboards
- Creating Calculated Fields
- Creating combo charts

Predictive Analytics

6 hours

- Concept of predictive analytics
- Techniques and Tools of Predictive Analytics
- Regression Analysis
- Linear Regression
- Logistic Regression
- Application of Predictive Analytics

Prescriptive Analytics

2 hours

- Regression Analysis
- Actionable Insights
- Implement Recommendations

Working with HR datasets

20 hours

- Recruitment analytics
- Training and Development analytics
- Performance Management analytics
- Employee Engagement analytics
- Succession development analytics
- Compensation and Benefit Analytics
- Safety Analytics
- Exit Analytics

Resume and Mock Interviews

4 hours

- Resume Building
- Interview tips
- Mock interviews

TOTAL

64 hours

HR AUDIT

40 HOURS

NO	HR AUDIT	CLASSES	HOURS
1	Introduction to HR Audit	1	2
2	MS Excel - 1	2	4
3	MS Excel - 2	2	4
4	Auditor Qualifications and Competencies	1	2
5	Preparing for HR Audits / Checklists	2	4
6	Legal and Regulatory Compliance Audit	1	2
7	HR Policies and Procedures Audit	1	2
8	Recruitment and Selection Audit	1	2
9	Performance Management Audit	1	2
10	Compensation and Benefits Audit	1	2
11	Training and Development Audit	1	2
12	Employee Relations and Engagement Audit	1	2
13	HR Technology and Data Security Audit	1	2
14	Strategic HR Audit and Future Planning	1	2
15	Audit Execution and Reporting	1	2
16	Ethical Considerations	1	2
17	Quality and Continuous Improvement	1	2

NO	HR BUSINESS PARTNER	CLASSES	HOURS
1	Introduction to HR Business Partnering	1	2
2	HR Business Partner Qualifications and Competencies	1	2
3	HR Metrics and Analytics	2	4
4	HR Audits	1	2
5	Strategic HR Management	2	4
6	Organizational Development	1	2
7	Talent Acquisition and Management	1	2
8	Performance Management	1	2
9	Learning and Development	1	2
10	Employee Relations and Engagement	1	2
11	Compensation and Benefits	1	2
12	Legal Compliances	1	2
13	Ethical Considerations	1	2
14	Business Communication Skills	1	2
15	Project Management for HR	1	2
16	Case Scenarios and Practical Applications	1	2
17	Emerging Trends in HR	1	2



SAP HCM SYLLABUS

(62 Hours)

SR. NO.	TOPIC	CLASSES	HOURS
1	Introduction to ERP	0.25	0.5
a	Definition and Importance of ERP		
b	Evolution of ERP Systems		
c	Key ERP Vendors		
d	Overview of ERP Modules		
2	SAP as ERP	0.5	1
a	Introduction to SAP		
b	History and Evolution of SAP		
c	SAP Modules Overview		
d	SAP HCM Module Overview		
3	SAP Architecture	0.25	0.5
a	SAP System Landscape		
b	SAP R/3 Architecture		

4	Enterprise Structure in SAP HCM	2	4
a	Define Company		
b	Define Company code		
c	Define Personnel Area		
d	Define Personnel Subarea		
e	Assignments		
5	Personnel Structure	1	2
a	Define Employee Group		
b	Define Employee Subgroup		
c	Assignments		
6	SAP FICO Settings	1	2
a	Define Fiscal Year Variant		
b	Assign Fiscal Year Variant		
c	Define Chart of Accounts		
d	Assign Chart of Accounts		
7	Organizational Management	5	10
a	Define organisation structure		

b	Define reporting structure		
c	Maintaining positions		
d	Creating tasks		
e	Assigning tasks		
8	Personnel Administration (PA)	7	14
a	Defining number ranges		
b	Assigning number ranges		
c	Infotype Menus		
d	Personnel Actions Menu		
e	Executing Personnel Actions		
9	Time Management	8	16
a	Defining holidays		
b	Defining holidays calendar		
c	Define Work Schedules		
d	Break Schedules		
e	Period Work Schedules		
f	Work Schedule Rules		
g	Time Management infotypes		

h	Defining absence types		
l	Marking absences		
j	Leave Balance report		
10	Payroll	7	14
a	Defining Payroll Areas		
b	Defining Payroll control record		
c	Wage type configuration		
d	Basic pay infotype configuration		
e	Releasing for payroll		
f	Running payroll		
g	Viewing payslip		
		32	64

Success is Just a Call Away!

So if you are ready to code your way to success? Enroll now at **SevenMentor** and unlock your potential as a **HR Training** . Our counsellors are a call away and they will be more than happy to talk with you. Anyday, Everyday, we are there for you!

JOIN US

On a journey of language mastery with a seasoned professional dedicated to your success

REQUEST FOR CALL BACK



020-7117 1727