

## Advanced Certification in HR Skills (ACHRS)

### Program Objective :

**Build a Professional H.R Career.** The objective of this program is to build key Skills in HR function both theoretically and practically and make the aspirants ready for HR positions across corporate world.

**Duration :** Three months Course - 30 modules Online & Offline available ( support + Class room training) Personalised coaching for career growth. Weekdays / Week-end batches available.



### Empowering with Professional Knowledge & Practical Skills for HR Jobs.

HR Role & Responsibilities	H.R. Policies, Systems & Processes	Human resources Development
HR Planning	Statutory Compliance	Training & Development
Talent Acquisition Recruitment & Selection	Labour Laws – Filing returns	International H.R.M
Job Portal usage – Naukri & Monster	Social Security Legislation – PF, ESI, PT On-line usage	Talent Management HR Competency Frame Work
Induction & On-boarding	Performance Management	HR Analytics
Compensation & Benefits	Employee Engagement	HR Business Partner
Payroll Software usage	Employee Relations	HR Shared Services
Exit formalities – Final settlement process	Goal setting SWOT Analysis	Emotional Intelligence
Tally Accounts salary admin	Balance score card HR Score Card	Good HR Practices Case Studies/Project Work
HRIS – Information Systems -MIS	Strategic HR	Practical Orientation in HR Dept.



**ELIGIBILITY :** Graduates , Postgraduates , Aspirants to HR function.

**TAKE AWAYS :** Complete Course Kit ,Good HRM Text book, HR Formats will be provided in Pen-drive& Course Material in PDF & other multiple formats.

**CERTIFICATION :** Provided based on Assessment along with Placement support .

**ORIENTATION ON HR FORMATS :** Training on working knowledge of MS office – Word / Excel / Power point, HR Information Systems.

**WHO SHOULD ATTEND :** Any one who needs hands-on experience in HR Portals, HR Systems and aspiring for a HR job.

**FEES :** Rs. 15000 + GST 2700 = Rs.17,700/- (Inclusive of Course Kit).

**METHODOLOGY :** On-line + Class room, PPTs, Videos, Course material, 1-2-1 Coaching on HR Skills, Communication skills, HR Leadership skills.

**CAREER SUPPORT :** Continued professional support through mentoring, career guidance and membership in HR forum.

**ASSESSMENT :** Periodic Review / Guidance / Individual Development Plan (IDP).

**HOW TO APPLY & REGISTER :** Send mail to : [director@meritmatters.in](mailto:director@meritmatters.in)

Payment through Online/Cheque : favouring “ Merit Matters Academy & HR Services P Ltd.,” Corporation Bank, Vasanthnagar | A/c no. for NEFT 510101003239038 | IFSC Code :CORP0000747

### FOR MORE DETAILS :

Contact: 96865 50603 / 99723 66029

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