



**QUILLANCE
INFOTECH PVT LTD.**

Human Resource Management (HR)

The Quillance Human Resource Management (HR) Program is a complete beginner-to-advanced training program designed to help learners master modern HR practices, recruitment strategies, employee management, organizational development, payroll operations, and workplace communication used by modern companies and corporate organizations.



Program Overview

What You Will Learn

- Understand HR functions and organizational structures
- Learn recruitment, onboarding, and employee management
- Manage payroll, attendance, and HR documentation
- Develop communication and workplace management skills
- Understand HR analytics, policies, and labor law basics
- Work with modern HR tools and recruitment platforms

Career Opportunities

After completing this program, learners can apply for roles such as:

- HR Executive
- Recruitment Associate
- Talent Acquisition Executive
- HR Operations Associate
- Payroll & HR Coordinator
- Human Resource Intern

Live Projects You'll Build

- **Project 1 – Recruitment & Candidate Screening Workflow**

Create a complete recruitment process with job posting and candidate evaluation.

- **Project 2 – Employee Database Management System**

Develop and manage employee records and HR documentation systems.

- **Project 3 – Payroll & Attendance Management**

Work on payroll calculations, attendance tracking, and HR operations workflows.

- **Project 4 – Employee Engagement & Performance Review System**

Design employee engagement activities and performance evaluation processes.

- **Project 5 – HR Analytics & Reporting Dashboard**

Analyze HR data, recruitment metrics, and employee performance reports.

MODULE 1

HR Fundamentals & Organizational Management

TOPICS COVERED:

- Introduction to Human Resource Management
- Roles & Responsibilities of HR Professionals
- Organizational Structure & Corporate Culture
- Employee Lifecycle Management
- Workplace Communication & Professional Ethics
- HR Policies & Documentation Basics

PRACTICAL LEARNING:

- Understand HR workflows and responsibilities
- Learn workplace communication skills
- Explore organizational structures
- Work with HR documents and policies

SKILLS GAINED:

- HR Fundamentals
- Workplace Communication Skills
- Organizational Understanding
- Professional HR Knowledge

MODULE 2

Recruitment & Talent Acquisition

TOPICS COVERED:

- Recruitment Process & Hiring Workflow
- Job Description & Job Posting Creation
- Candidate Sourcing Techniques
- Resume Screening & Shortlisting
- Interview Coordination & Evaluation
- Onboarding & Employee Orientation

PRACTICAL LEARNING:

- Conduct recruitment workflows
- Screen and evaluate candidates
- Coordinate interview processes
- Manage onboarding activities

SKILLS GAINED:

- Talent Acquisition Skills
- Recruitment Coordination
- Candidate Evaluation Techniques
- Interview Management Skills

MODULE 3

HR Operations & Payroll Management

TOPICS COVERED:

- HR Operations Fundamentals
- Attendance & Leave Management
- Payroll Processing Basics
- Employee Record & Documentation Management
- HRMS & HR Software Basics
- Compliance & Workplace Policies

PRACTICAL LEARNING:

- Manage employee records
- Work with payroll calculations
- Handle attendance workflows
- Understand HR operational systems

SKILLS GAINED:

- HR Operations Knowledge
- Payroll Management Basics
- HR Documentation Skills
- HRMS Workflow Understanding

Module 4

Employee Engagement & Performance Management

TOPICS COVERED:

- Employee Engagement Strategies
- Team Management & Leadership Basics
- Performance Evaluation Methods
- Workplace Conflict Resolution
- Learning & Development Programs
- Employee Motivation & Retention Strategies

SKILLS GAINED:

- Employee Engagement Skills
- Team Coordination Abilities
- Conflict Management Techniques
- Performance Management Understanding

PRACTICAL LEARNING:

- Conduct performance review activities
- Manage employee engagement initiatives
- Analyze workforce productivity
- Improve communication and teamwork

Module 5

Advanced HR Management & HR Analytics

TOPICS COVERED:

- Strategic Human Resource Management
- HR Analytics & Workforce Reporting
- Organizational Development Strategies
- HR Technology & Automation Tools
- Labor Law & Compliance Basics
- Advanced Corporate HR Practices

PRACTICAL LEARNING:

- Analyze HR metrics and reports
- Work with HR analytics systems
- Understand workforce planning
- Explore strategic HR operations

ADVANCED CONCEPTS INCLUDED:

- Workforce Planning Strategies
- Employee Data Analysis
- HR Decision-Making Processes
- Corporate HR Operations
- Talent Retention Strategies
- Business HR Alignment

SKILLS GAINED:

- HR Analytics Knowledge
- Strategic HR Understanding
- Workforce Planning Skills
- Corporate HR Management Skills

Module 6

Live HR Project & Corporate Workflow

TOPICS COVERED:

- Corporate Recruitment Workflow
- Employee Management Simulation
- HR Reporting & Documentation
- Team Coordination & Communication
- HR Case Study Analysis
- Final HR Project Presentation

SKILLS GAINED:

- Real-World HR Experience
- Team Collaboration Skills
- HR Reporting & Documentation
- Corporate Workflow Understanding

PRACTICAL LEARNING:

- Work on HR case studies
- Handle simulated recruitment drives
- Prepare HR reports and presentations
- Collaborate in HR operational teams

Module 7

Placement & Career Preparation

TOPICS COVERED:

- Resume Building & ATS Optimization
- LinkedIn & Professional Branding
- HR Interview Preparation
- Communication & Professional Skills
- Mock Interviews & HR Preparation
- Career Guidance & Corporate Readiness

CAREER SUPPORT INCLUDES:

- Resume & LinkedIn Reviews
- Mock HR Interviews
- Internship & Placement Assistance
- Professional Communication Training
- Career Mentorship Sessions
- Corporate Readiness Support



**QUILLANCE
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Thank You!!



Mail
info@quillance.com



Website
www.quillance.com