PARSLEY
MANAGEMENT PVT. LTD.

ADMISSIONS OPEN

Core HR Certification Programme

Build your career in Human Resources with industry-ready HR skills.

A professional HR training programme by Parsley Management Private Limited

6 weeks 6 live sessions	**Live online** Online classroom only	**Saturdays** 11:00 AM – 1:00 PM
₹15,000 or 3 × ₹5,000	**Monthly batches** First Saturday of every month	**Certificate** by Parsley Management

www.parsleymanagement.com/training/hr-course/

Call / WhatsApp +91 95544 67777

ABOUT THE PROGRAMME

Human Resources is no longer limited to recruitment and employee records. Modern HR professionals work on talent acquisition, employee engagement, performance management, HR operations, compliance and organisational development. This practical, industry-oriented programme gives you the knowledge, skills and confidence to build a career in HR.

Who should join

- Fresh graduates aspiring to a career in HR
- Freshers looking for their first HR job
- Recruiters expanding into core HR functions
- Entrepreneurs and business owners
- MBA / PGDM students specialising in HR
- HR executives upgrading their knowledge
- Professionals planning a move into HR

No extensive prior HR experience is required.

What you will learn

1

Introduction to Human Resource Management

- The HR function and its importance
- Roles and responsibilities of an HR professional
- HR department structure and hierarchy
- HR policies, procedures and processes
- Strategic HR management fundamentals

2

Talent Acquisition and Recruitment

- Manpower planning
- Job analysis and job descriptions
- Sourcing via job portals and social media
- Screening and shortlisting resumes
- Interview coordination and selection
- Salary negotiation and offer management
- Joining formalities and onboarding

3

HR Operations and Administration

- Employee lifecycle management
- Employee documentation and personal files
- Appointment letters and employment contracts
- Attendance and leave management
- Employee database and HR MIS
- Separation and exit formalities

4

Compensation, Payroll and Statutory Compliance

- Salary structures and CTC
- Basic payroll processing
- Components, deductions and reimbursements
- PF, ESIC, Professional Tax and TDS basics
- Applicable labour laws (introduction)
- Full and final settlement

5

Performance Management and Employee Engagement

- Performance management systems
- Goal setting and KPI fundamentals
- Performance appraisal processes
- Engagement, satisfaction and retention
- Grievance handling and conflict management
- Disciplinary procedures and conduct

6

HR Strategy, MIS and Industry Exposure

- HR policies and employee handbooks
- HR reporting and MIS; HR metrics and analytics
- Introduction to HRMS and HR technology
- Practical case studies and industry scenarios
- Interview and resume preparation
- Career guidance

COURSE DETAILS

Fees and schedule

Programme	Core HR Certification Programme
Training mode	Online classroom only
Duration	6 weeks
Classes	Every Saturday
Timings	11:00 AM – 1:00 PM
Total sessions	6
Next batch	First Saturday of every month
Certification	Issued by Parsley Management Private Limited

Course fee

₹15,000

Flexible payment: 3 instalments of ₹5,000 each

HIGHLIGHTS

Why this programme

- ✓ Six-week structured learning programme
- ✓ Industry-oriented HR curriculum
- ✓ Live online classroom sessions
- ✓ Practical knowledge from experienced HR professionals
- ✓ Exposure to real-world HR processes
- ✓ Interactive sessions and case-based discussions
- ✓ Guidance for building a career in HR

CERTIFICATE OF COMPLETION

Core HR Certification Programme

Issued by Parsley Management Private Limited

FACULTY

Programme Director: Mr. Rohit Vaish, Director, Parsley Management Private Limited

Over 28 years of professional experience in recruitment, manpower management and HR operations, with a practical understanding of what employers expect and the challenges HR professionals face. Sessions are also conducted by experienced faculty and industry professionals from leading MNCs and reputed educational institutions.

Start your HR career this month

Admissions open for the next batch. Seats are limited in each batch. Enrol online, on WhatsApp, or call our admissions team.

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Call or WhatsApp, Monday to Saturday, 10 AM – 6 PM

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