

## **E08: ASSISTANT MANAGER - HR**

### **Strategic Human Resource Management**

- Aligning HR with Corporate Strategy
- Competencies of HR Professional
- Contingency and Configurational Approaches in Strategic Human Resource Management
- Corporate Ethics and Values
- Corporate Strategy and Career Systems
- Effectiveness of SHRM
- Global Environment of HR: Change & Diversity
- Managing Employee Relations
- Managing Human Resources inflow
- Performance Management
- Strategic HR Planning Acquisition and Development
- Manpower Planning

### **Industrial Relations**

- Various approaches in Industrial Relations
- Trade Unions
- Trade Unionism in India
- Contemporary Issues in Industrial Relations
- Employers Associations
- Industrial Relations in the emerging scenario
- The Indian IR framework
- Trade Union politics
- Trade Union recognition and registration

### **Training and Development**

- Human Resource Development
- Incorporating Learning Principles in Programme Design
- Needs Assessment
- Objective Setting
- Strategy and Training
- Systematic Approach to Training
- Training Department and Trainers' Roles
- Training Evaluation

- Training Trends Worldwide

### **Selection**

- Job Analysis in Human Resource Planning
- Recruitment, Selection and Interview
- Selection in New Type of Organizations

### **Labour Legislations**

- Social Security Legislation
- Labour Welfare Legislation
- Participative Management
- Philosophy of Participation
- Forms and Levels of Participation
- Perspectives on Participation
- Problems in Developing Participation

### **Compensation Management**

- Compensation design
- Fringe benefits
- Incentives
- Reward Management & Performance Management System
- Wage & Salary Administration
- Right to Information Act, 2005 & amendment from time to time
- Minimum wage Act
- Provident Fund Act
- Payment of Gratuity Act
- Factory Act
- Industrial Dispute Act
- Standing Order Act
- Contract Labour (Regulation and abolition Act)
- Workmen compensation Act.