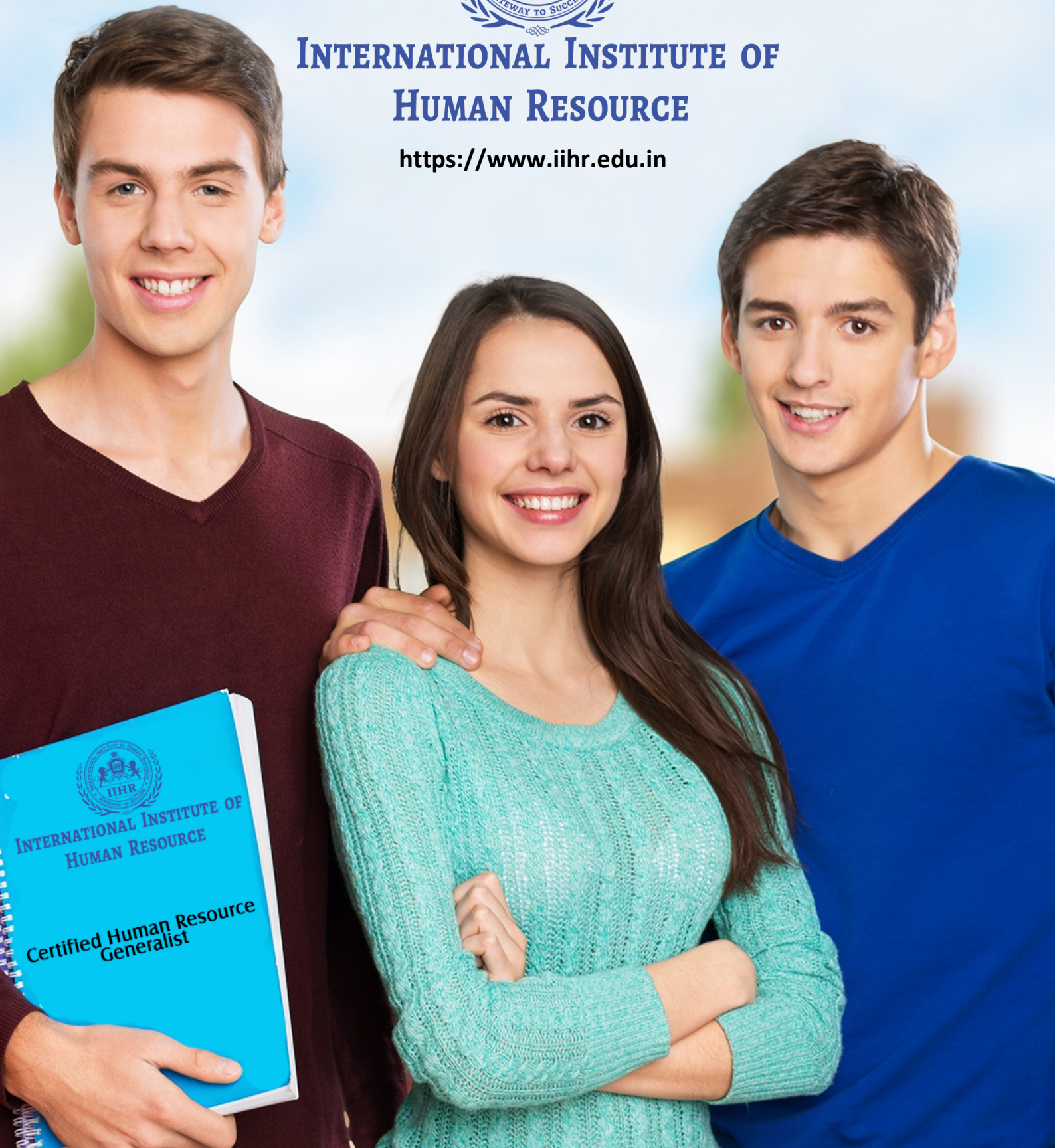




# INTERNATIONAL INSTITUTE OF HUMAN RESOURCE

<https://www.iihr.edu.in>



**Become a CHRP® Certified Human Resource Professional**

# International Institute of Human Resources

Established in 2011, with more than 5+ years of excellence in Human Resource education, IIHR is become India's No. 1 and most prestigious certification institute for Human Resource Management.

International Institute of Human Resource (IIHR) is an Internationally Accredited Conformity Assessment body for certification of persons and also an ISO 9001:2015 institution for offering Human Resource Certifications for the HR Professionals across the world.

IIHR are also affiliated Govt. of India, under Centre for Skill Development & Vocational Training (CSVT) supported by various ministries for offering the Human Resource Skill Development and Job Oriented programs.

IIHR is committed to developing quality graduates who are recognised internationally for their knowledge, skills, creativity, global outlook and ability.



**Preparing Today's Learners  
into Tomorrow's Leaders...**

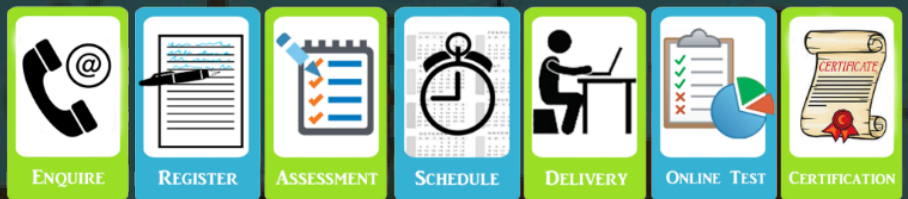
# HR Certifications



Our Human Resource Certification is a career-long commitment that demonstrates dedication, credibility and a mastery of the principles of human resources to your employers, clients, staff members and professional peers around the globe. Our Human Resource Certification attests to the investment you have made in your HR career and holds a recognized place in the profession.

## One Time Admission... Life-Time Learning...

Once the students certified from us, they are still eligible to attend all the training sessions for Life-Time with any of our branches / locations without any additional payments.



## Re-Certification - Take the Continuous Learning Path

After passing an IIHR certification exam for the first time, you are required to renew your certification every three years by appearing for an online exam. You need to make online exam fee of **Rs.10,000/-** every three years. You can also achieve recertification by completing professional development activities and demonstrating professional achievement to receive recertification credits. This includes reporting qualified HR-related activities, such as seminars, online materials, webinars, books, online courses and conferences.

## Digital Badges Accredible

IIHR and digital badging provider **Accredible** have partnered to provide our certification holders with a digital badge of their HR Certifications. You can share your digital badge to popular online destinations, such as LinkedIn, Facebook, and Twitter. It can also be embedded in a résumé, your personal website, or an email signature. Anyone who views your badge can select it to learn more about your skills and to verify its authenticity.





# Certified Human Resource Professional

# CHRP®

## Recruitment & Selection

- ⊗ Manpower Planning
- ⊗ Attrition & Retention Management
- ⊗ Corporate Recruitment Process
- ⊗ Consultancy Recruitment Process
- ⊗ Job Portals Training (Naukri & Monster)
- ⊗ Recruitment Tracker & MIS Reports

## Onboarding, Induction & Orientation

- ⊗ Employee Pre-boarding & Onboarding Process
- ⊗ Joining Formalities & Documentations
- ⊗ Employee File Management
- ⊗ Post Onboarding Formalities
- ⊗ Power Point Induction Presentation
- ⊗ Floor Induction & Procedure
- ⊗ MIS Reports

## Compensation & Benefits

- ⊗ Time Sheet & Attendance Management
- ⊗ Employee Leave Management
- ⊗ Compensation & Benefits
- ⊗ Cost To Company Break-Up
- ⊗ Payroll Statement in Excel & Software
- ⊗ Pre & Post Payroll MIS Reports

## Statutory Compliance's

- ⊗ Employee Provident Fund (EPF)
- ⊗ Employee State Insurance (ESI)
- ⊗ Profession Tax (Karnataka & Kerala)
- ⊗ Income Tax (IT)
- ⊗ Statutory Forms & Checklist
- ⊗ Submission of Monthly / Annual Returns
- ⊗ MIS Reports

## Indian Labour Laws

- ⊗ Shops & Commercial Establishment Act
- ⊗ Minimum Wages Act
- ⊗ Payment of Bonus Act
- ⊗ Contract Labour Act
- ⊗ Maternity Benefit Act
- ⊗ Payment of Gratuity Act
- ⊗ Superannuation
- ⊗ Labour Welfare Fund

## Performance Management System

- ⊗ Competency Mapping
- ⊗ Management by Objectives (MBO)
- ⊗ 360 Degree Appraisals
- ⊗ KPI & KRA Settings & Analysis
- ⊗ Appraisal Reviews & Reports

## Training & Development

- ⊗ Learning & Development
- ⊗ Training Need Analysis
- ⊗ Gap Identification & Analysis
- ⊗ Training Calendar Preparation
- ⊗ MIS Reports

## Exit Process / Full & Final Settlement

- ⊗ Employee Off Boarding Process
- ⊗ Knowledge Transfer Formalities
- ⊗ Handing & Taking Over Formalities
- ⊗ Employee Exit Formalities
- ⊗ Full & Final Settlement

## Mediclaime Management

- ⊗ Mediclaime Process
- ⊗ Monthly Addition & Deletions
- ⊗ Mediclaime Settlement Process
- ⊗ MIS Reports

## Advanced MS Excel & MS Word

- ⊗ Basic Excel for MIS Reports
- ⊗ Vlookup & Hlookup
- ⊗ Pivot Table & Chart
- ⊗ Sort & Sub Total
- ⊗ Data Validation
- ⊗ Conditional Formatting
- ⊗ Mail Merge for Letters & Payslips
- ⊗ Google Forms for Employee Feedback

## HR Support Functions

- ⊗ HR Business Partner (HRBP)
- ⊗ HR Analytics & Dashboard
- ⊗ Employee Relations
- ⊗ Employee Engagement Activities
- ⊗ HR Audit
- ⊗ HR Policies

## HRIS / HRMS Management

- HRMS Implementation
- Employee Administration
- Time & Leave Management
- Employee Self Service
- Payroll & Compliance's



## HR Shared Services

- Employee Helpdesk
- Employee Query Management
- Ask HR Generalist Process



## Lean Six Sigma Greenbelt

- Overview of Lean Six Sigma
- DMAIC Methodology
- Six Sigma Tools & Techniques
- The Impact of Six Sigma in HR
- Usage of Minitab Software



## Program Highlights:

- Internationally Accredited Certificate & Mark List from IIHR
- Govt. of India Affiliated Certificate & Mark List from CSVT
- Lean Six Sigma Greenbelt Certificate from MSME
- Online Course Certificates for SAP, ORACLE, WORKDAY
- On the Job Training (Live Practical)
- Life Time Training Sessions with IIHR
- Life Time "IIHR" Mobile App Access
- Course Materials (Theoretical & Practical)
- HR Toolkit USB with HR Files & Formats
- Professional Resume Writing
- Professional LinkedIn Profile writing

**2 Months (Weekdays)**  
Monday to Friday – 10.30am to 4.30pm  
(Theoretical & Practical Sessions)

OR

**6 Months (Weekends)**  
Saturday - 10.00am to 1.00pm  
(Theoretical & Practical Sessions)

Our Alumni's are working @



And Many More!



# Certified Human Resource Generalist

# CHRG®

## Recruitment & Selection

- ⊙ Manpower Planning
- ⊙ Attrition & Retention Management
- ⊙ Corporate Recruitment Process
- ⊙ Consultancy Recruitment Process
- ⊙ Job Portals Training (Naukri & Monster)
- ⊙ Recruitment Tracker & MIS Reports

## Onboarding, Induction & Orientation

- ⊙ Employee Pre-boarding & Onboarding Process
- ⊙ Joining Formalities & Documentations
- ⊙ Employee File Management
- ⊙ Post Onboarding Formalities
- ⊙ Power Point Induction Presentation
- ⊙ Floor Induction & Procedure
- ⊙ MIS Reports

## Compensation & Benefits

- ⊙ Time Sheet & Attendance Management
- ⊙ Employee Leave Management
- ⊙ Compensation & Benefits
- ⊙ Cost To Company Break-Up
- ⊙ Payroll Statement in Excel & Software
- ⊙ Pre & Post Payroll MIS Reports

## Statutory Compliance's

- ⊙ Employee Provident Fund (EPF)
- ⊙ Employee State Insurance (ESI)
- ⊙ Profession Tax (Karnataka & Kerala)
- ⊙ Income Tax (IT)
- ⊙ Statutory Forms & Checklist
- ⊙ Submission of Monthly / Annual Returns
- ⊙ MIS Reports

## Indian Labour Laws

- ⊙ Shops & Commercial Establishment Act
- ⊙ Minimum Wages Act
- ⊙ Payment of Bonus Act
- ⊙ Contract Labour Act
- ⊙ Maternity Benefit Act
- ⊙ Payment of Gratuity Act
- ⊙ Superannuation
- ⊙ Labour Welfare Fund

## Performance Management System

- ⊙ Competency Mapping
- ⊙ Management by Objectives (MBO)
- ⊙ 360 Degree Appraisals
- ⊙ KPI & KRA Settings & Analysis
- ⊙ Appraisal Reviews & Reports

## Training & Development

- ⊙ Learning & Development
- ⊙ Training Need Analysis
- ⊙ Gap Identification & Analysis
- ⊙ Training Calendar Preparation
- ⊙ MIS Reports

## Exit Process / Full & Final Settlement

- ⊙ Employee Off Boarding Process
- ⊙ Knowledge Transfer Formalities
- ⊙ Handing & Taking Over Formalities
- ⊙ Employee Exit Formalities
- ⊙ Full & Final Settlement

## Mediclaime Management

- ⊙ Mediclaime Process
- ⊙ Monthly Addition & Deletions
- ⊙ Mediclaime Settlement Process
- ⊙ MIS Reports

## Advanced MS Excel & MS Word

- ⊙ Basic Excel for MIS Reports
- ⊙ Vlookup & Hlookup
- ⊙ Pivot Table & Chart
- ⊙ Sort & Sub Total
- ⊙ Data Validation
- ⊙ Conditional Formatting
- ⊙ Mail Merge for Letters & Payslips
- ⊙ Google Forms for Employee Feedback

## HRIS / HRMS Management

- ⊙ HRMS Implementation
- ⊙ Employee Administration
- ⊙ Time & Leave Management
- ⊙ Employee Self Service
- ⊙ Payroll & Statutory Compliance's
- ⊙ MIS Reports



## Lean Six Sigma Greenbelt

- 📍 Overview of Lean Six Sigma
- 📍 DMAIC Methodology
- 📍 Six Sigma Tools & Techniques
- 📍 The Impact of Six Sigma in HR
- 📍 Usage of Minitab Software



HRMS Softwares Online Self Learning Courses for



### Program Highlights:

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- Lean Six Sigma Greenbelt Certificate from MSME
- Online Course Certificates for SAP & ORACLE
- On the Job Training (Live Practical)
- Life Time Training Sessions with IIHR
- Life Time "IIHR" Mobile App Access
- Course Materials (Theoretical & Practical)
- MS Office 2016 Learning USB Drive
- HR Toolkit USB with HR Files & Formats

## 2 Months (Weekdays)

Monday to Friday – 10.30am to 4.30pm  
(Theoretical & Practical Sessions)

OR

## 6 Months (Weekends)

Saturday - 10.00am to 1.00pm  
(Theoretical & Practical Sessions)



# Certificate in Human Resource Management

# CHRMTM

### Modules Covered:

- Recruitment & Selection Process
- Joining Formalities
- Induction & Orientation Process
- Attendance & Leave Management
- Payroll Management & Administration
- Statutory Compliance's
- HRIS / HRMS Management
- Performance Appraisals
- Training & Development
- Employee Off Boarding & Exit Formalities
- Full & Final Settlement
- Advanced Excel for MIS Reports



### Program Highlights:

- Course Completion Certificate from IIHR
- Course Materials (Theoretical & Practical)
- MS Office 2016 Learning USB Drive
- HR Toolkit USB with HR Files & Formats
- **Placement Assistance for 3 Months**

## 20 Days (Weekdays)

Monday to Friday – 10.30am to 1.30pm

## Option 2 – Instructor Led Learning (Classroom Training):

	<b>CHRM™ Certificate</b> <b>₹50,000</b> Level 1	<b>CHRG® Certification</b> <b>₹1,00,000</b> Level 2	<b>CHRP® Certification</b> <b>₹1,50,000</b> Level 3
Duration (Weekdays)	20 Days	2 Months	2 Months
Duration (Weekends)	Not Available	6 Months	6 Months
Minimum Education	Diploma / PUC	Degree / Masters	Degree / Masters
HR Experience	Not Mandatory	Not Mandatory	Not Mandatory
Examination	Written	Written / Online	Written / Online
CSVT Certificate	Yes	Yes	Yes
International Certification	No	Yes	Yes
HRMS Softwares (Self Learning)	Not Available	Three	Six
HRPA Membership	Yes	Yes	Yes
Life Time Training	Not Available	Not Available	Not Available
Mobile App Access	Not Available	Not Available	Not Available
Job Placement	Only Assistance	Only Assistance	Only Assistance

## Option 3 – Instructor Led Learning (Classroom Training with Placement):

	<b>CHRM™ Certificate</b> <b>₹1,00,000</b> Level 1	<b>CHRG® Certification</b> <b>₹2,00,000</b> Level 2	<b>CHRP® Certification</b> <b>₹3,00,000</b> Level 3
Duration (Weekdays)	20 + 20 Days	2 + 2 Months	2 + 2 Months
Duration (Weekends)	Not Available	6 + 4 Months	6 + 4 Months
Minimum Education	Diploma / PUC	Degree / Masters	Degree / Masters
HR Experience	Not Mandatory	Not Mandatory	Not Mandatory
Examination	Written	Written / Online	Written / Online
CSVT Certificate	Yes	Yes	Yes
International Certification	No	Yes	Yes
HRMS Softwares (Self Learning)	Not Available	Three	Six
HRPA Membership	Yes	Yes	Yes
Life Time Training	Not Available	Yes	Yes
Mobile App Access	Not Available	Yes	Yes
Job Placement	Placement Guaranteed	Placement Guaranteed	Placement Guaranteed



# Certified Recruitment Professional

## CRP

### Modules Covered:

- ⊙ Manpower Planning
- ⊙ Attrition & Retention Management
- ⊙ Corporate Recruitment Process
- ⊙ Consultancy Recruitment Process
- ⊙ Job Portals Training (Naukri & Monster)
- ⊙ Recruitment Tracker & MIS Reports

**4 Days (Weekdays)**

**Timings – 11.00am to 2.00pm**

### Program Highlights:

- Course Completion Certificate from IIHR
- Course Materials (Theoretical & Practical)
- **Placement Assistance for 3 Months**

# Certified Payroll Professional

## CPP

### Modules Covered:

- ⊙ Time Sheet & Attendance Management
- ⊙ Employee Leave Management
- ⊙ Compensation & Benefits
- ⊙ Cost To Company Break-Up
- ⊙ Payroll Statement in Excel & Software
- ⊙ Pre & Post Payroll MIS Reports

**4 Days (Weekdays)**

**Timings – 11.00am to 2.00pm**

### Program Highlights:

- Course Completion Certificate from IIHR
- Course Materials (Theoretical & Practical)
- **Placement Assistance for 3 Months**

# Certified Statutory Compliance Professional

## CSCP

### Modules Covered:

- ⊙ Employee Provident Fund (EPF)
- ⊙ Employee State Insurance (ESI)
- ⊙ Profession Tax (Karnataka & Kerala)
- ⊙ Income Tax (IT)
- ⊙ Statutory Forms & Checklist
- ⊙ Submission of Monthly / Annual Returns
- ⊙ MIS Reports

**4 Days (Weekdays)**

**Timings – 11.00am to 2.00pm**

### Program Highlights:

- Course Completion Certificate from IIHR
- Course Materials (Theoretical & Practical)
- **Placement Assistance for 3 Months**

# Certified Labour Law Professional

## CLLP

### Modules Covered:

- ⊙ Shops & Commercial Establishment Act
- ⊙ Minimum Wages Act
- ⊙ Payment of Bonus Act
- ⊙ Contract Labour Act
- ⊙ Maternity Benefit Act
- ⊙ Payment of Gratuity Act
- ⊙ Superannuation
- ⊙ Labour Welfare Fund

**2 Days (Weekdays)**

**Timings – 11.00am to 2.00pm**

### Program Highlights:

- Course Completion Certificate from IIHR
- Course Materials (Theoretical & Practical)
- **Placement Assistance for 3 Months**

# Certified Performance Appraisal Professional

## CPAP

### Modules Covered:

- ⊙ Competency Mapping
- ⊙ Management by Objectives (MBO)
- ⊙ 360 Degree Appraisals
- ⊙ KPI & KRA Settings & Analysis
- ⊙ Appraisal Reviews & Reports

**2 Days (Weekdays)**

**Timings – 11.00am to 2.00pm**

### Program Highlights:

- Course Completion Certificate from IIHR
- Course Materials (Theoretical & Practical)
- **Placement Assistance for 3 Months**

# Certified Training & Development Professional

## CTDP

### Modules Covered:

- ⊙ Training & Development Process
- ⊙ Training Need Analysis
- ⊙ Gap Identification & Analysis
- ⊙ Training Calendar Preparation
- ⊙ MIS Reports

**2 Days (Weekdays)**

**Timings – 11.00am to 2.00pm**

### Program Highlights:

- Course Completion Certificate from IIHR
- Course Materials (Theoretical & Practical)
- **Placement Assistance for 3 Months**





# INTERNATIONAL INSTITUTE OF HUMAN RESOURCE

**Join our 1000+ Alumni's across the World!**

## Get in Touch

**Registered Off:** No.22, Guru Plaza, Hosur Main Road, Near Total Mall, Madivala, Bangalore – 560068, Karnataka

Tel: 080 2553 5455 | Mob: +91 9986494980 | Email : [enquiry@ihr.edu.in](mailto:enquiry@ihr.edu.in) | Web: <https://www.ihr.edu.in>