International Institute of Human Resource
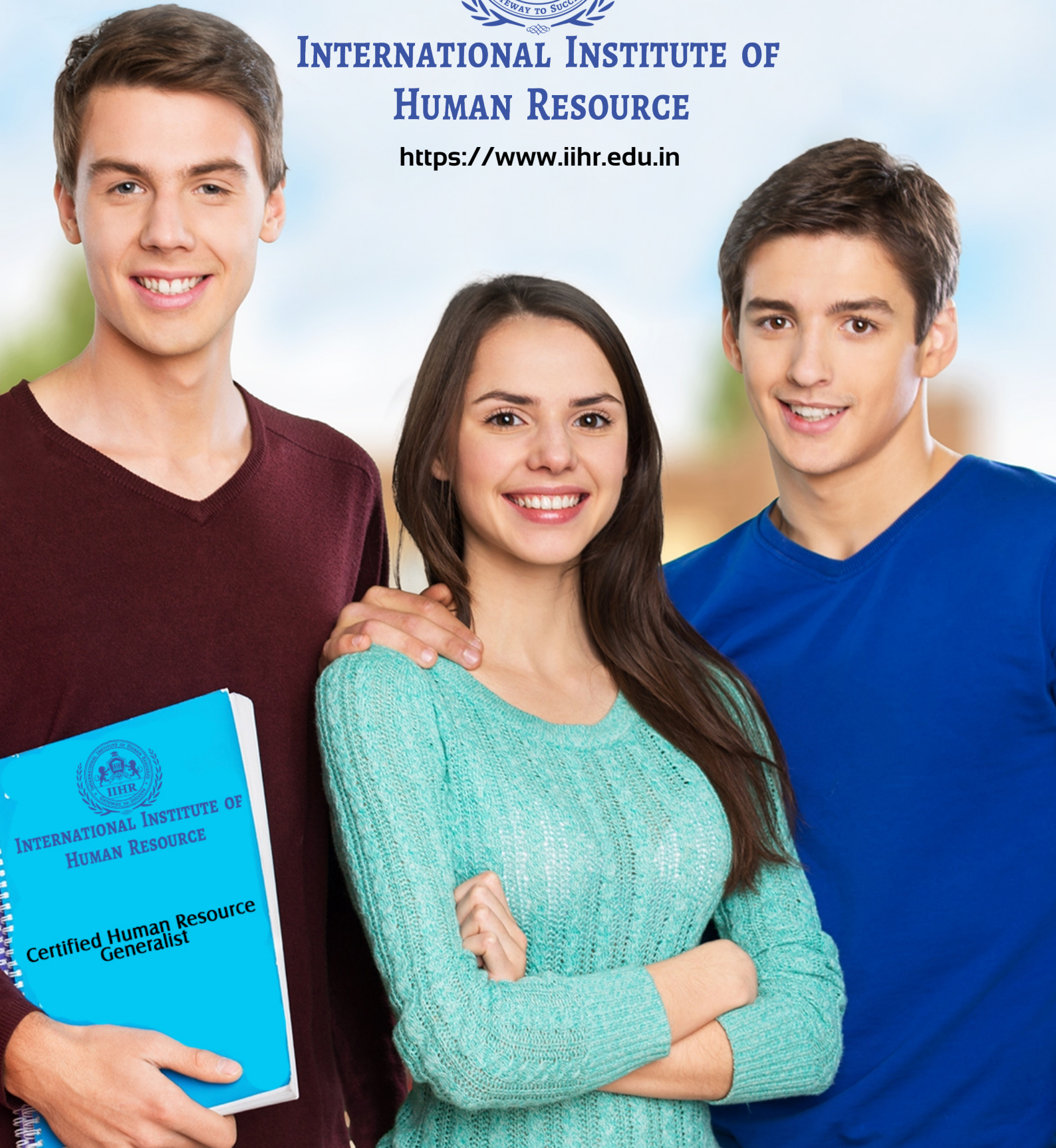
https://www.iihr.edu.in

Certified Human Resource Generalist

Become a CHRP® Certified Human Resource Professional

INTERNATIONAL INSTITUTE OF HUMAN RESOURCES

Established in 2012, 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. Our students experience an educational environment in which lecturers are active researchers and teaching is informed by the latest findings.
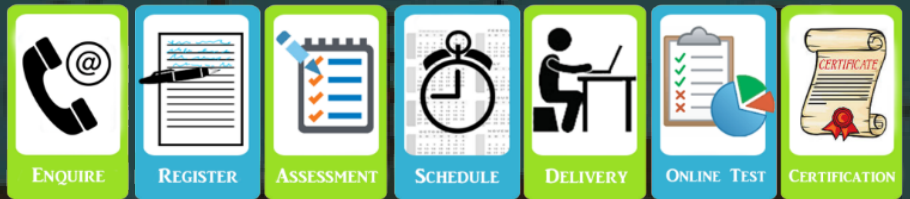
Preparing Today's Learners

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.

ENQUIRE	REGISTER	ASSESSMENT	SCHEDULE	DELIVERY	ONLINE TEST	CERTIFICATION

Awards & Recognitions

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

Mediclaim Management
- ◎ Mediclaim Process
- ◎ Monthly Addition & Deletions
- ◎ Mediclaim 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

HRMS Softwares Online Self Learning Courses for

greytHR

SAP

ORACLE
FUSION APPLICATIONS
HUMAN CAPITAL MANAGEMENT

enwisen

successfactors
An SAP Company

workday.

MSME
MICRO, SMALL & MEDIUM ENTERPRISES
OUR STRENGTH
Ministry of MSME, Govt. of India

6σ Six Sigma
Green Belt

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 @

accenture
High performance. Delivered.

EMC²

IBM

Infosys

amazon

DELL

HCL

Mercedes-Benz

Google

ORACLE

Schneider Electric

WIPRO

Deutsche Bank

BOSCH
Invented for life

flipkart.com

L&T Infotech

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

Mediclaim Management
- Mediclaim Process
- Monthly Addition & Deletions
- Mediclaim 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

MSME
MICRO, SMALL & MEDIUM ENTERPRISES
Ministry of MSME, Govt. of India

6σ Six Sigma Green Belt

HRMS Softwares Online Self Learning Courses for

SAP®

ORACLE®
FUSION APPLICATIONS
HUMAN CAPITAL MANAGEMENT

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
➢ 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

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.

CHRP®
Certified Human Resource Professional
INTERNATIONAL INSTITUTE OF HUMAN RESOURCES
HUMAN RESOURCE CERTIFICATION BODY

CHRG®
Certified Human Resource Generalist
INTERNATIONAL INSTITUTE OF HUMAN RESOURCES
HUMAN RESOURCE CERTIFICATION BODY

ShareYour Digital Badge Credentials to Get Verified!

Certificate in Human Resource Management
CHRM™

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

greytHR

Program Highlights:

- Govt. of India Affiliated Certificate from CSVT
- 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

Meet our Alumni's

Sunitha Sanvally HR Service Delivery Analyst accenture	**Preshy. K. John** Sr. Executive - HR Operations Mercedes-Benz	**Neerajakshi Kommuri** Sr. Executive - HR Business Partner EMC²	**Gokulnath M** HR Process Coordinator IBM	**Yogesh Kumar** ERC Senior Associate - Client Relations amazon
Chidambar Deshpande Sr. Executive - HR Operations Schneider Electric	**Sriram B.R** Sr. Executive - HR Process Associate WIPRO	**Akhil Satish Kumar** Sr. Executive-Human Resources ZOVI.com	**Bheemaiah N N** Executive HR Shared Services EXIDE Life Insurance	**Konica Joshi** HR Executive MYNTRA.com
Ashwini V Human Resource Executive goibibo.com	**Srilakshmi VT** Senior HR Executive Infosys	**Sonali Jadhav** ERC Specialist - Employee Relations amazon	**Ishaan Kumar Chatterjee** Senior HR Executive bigbasket India's largest online supermarket	**Saraniya Sasikumar** Payroll Transaction Process Associate accenture

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:

➢ Govt. of India Affiliated Certificate from CSVT

➢ 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:

➢ Govt. of India Affiliated Certificate from CSVT

➢ 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:

➢ Govt. of India Affiliated Certificate from CSVT

➢ Course Materials (Theoretical & Practical)

➢ **Placement Assistance for 3 Months**

Certified Labour Law Professional
CLLP

2 Days (Weekdays)

Timings – 11.00am to 2.00pm

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

Program Highlights:

- ➤ Govt. of India Affiliated Certificate from CSVT
- ➤ Course Materials (Theoretical & Practical)
- ➤ **Placement Assistance for 3 Months**

Certified Performance Appraisal Professional
CPAP

2 Days (Weekdays)

Timings – 11.00am to 2.00pm

Modules Covered:

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

Program Highlights:

- ➤ Govt. of India Affiliated Certificate from CSVT
- ➤ Course Materials (Theoretical & Practical)
- ➤ **Placement Assistance for 3 Months**

Certified Training & Development Professional
CTDP

2 Days (Weekdays)

Timings – 11.00am to 2.00pm

Modules Covered:

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

Program Highlights:

- ➤ Govt. of India Affiliated Certificate from CSVT
- ➤ Course Materials (Theoretical & Practical)
- ➤ **Placement Assistance for 3 Months**

Join our 1000+ Alumni's across the World!

Get in Touch