



ALTUS EDUCATION PRESENTS

Human Resource

Master the Skills of Human Resources

Mentor-Led | Self-Paced | Professional

WHERE THIS TAKES YOU

Career fields you can excel at

Recruitment Specialist

Talent Acquisition

HRIS Specialist

HR Generalist

Benefits Specialist

HR Business Partner

HR Data Analyst

Diversity Manager

Compliance Officer

4 weeks

Structured, step-by-step curriculum

Projects

Minor and major hands-on projects

Certified

Completion and internship certificates

Curriculum

Week 1 · Human Resources Basics

- HR fundamentals
- Employee onboarding process
- Company policies
- Employee records

Week 2 · Human Resource Planning

- Analyzing supply and demand
- Enterprise resource planning
- Forecasting and balancing
- Hard and soft HRP

Week 1 · Payroll & Workplace Relations

- Payroll processing
- Conducting seminars
- Conducting benefit analysis
- Work conflicts and solutions

Week 2 · Recruitment and Selection

- Sourcing and attracting talent
- Background verification tools
- Screening, conversion and onboarding

Week 3 · Compensation and Employee Tax

- Compensation structure planning
- Incentive and bonus management
- Professional and employee tax
- Provident fund and employee benefits

Week 4 · Training and Development

- Employee training and development
- Talent acquisition understanding
- Resource deployment and training reinforcement

HANDS-ON

Minor & major projects

Apply what you learn through practical minor and major projects, building a portfolio you can show.

TOOLS YOU WILL LEARN

Zimyo · HRone · Greyhound

Hands-on exposure to leading HR platforms.

YOUR GROWTH PATH

Career trajectory

HR Assistant

CTC: 3 LPA

Mid-Level HR Specialist

CTC: 5 LPA

Senior HR Specialist

CTC: 9 LPA

HR Manager

CTC: 14 LPA

Senior HR Manager

CTC: 20 LPA

Chief Human Resources Officer

CTC: 30 LPA

Indicative figures; actual outcomes vary.

SHOWCASE YOUR JOURNEY

Certifications

Certificate of Training

Awarded by Altus Education on finishing the course.

Certificate of Internship

Awarded by Altus Education on completing your internship.

CHOOSE YOUR PLAN

Pricing

Self Paced

Learn at your own pace

Mentor Paced

Get real-time assistance

Contact Altus Education

RISE · LEAD · INSPIRE