




International HR & Payroll Institute




Only 5 Students per Class – Personalized Learning That Feels Like a Private Training

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Advanced HR Module

- Core HR
- Payroll & Compliance in Depth (with practical)
- Advanced Excel (Full coverage)
- HR Analytics (Dashboard & Reports)
- **Course Duration:** 60 Days
- **Certificate:** Certified HR Generalist & Payroll Specialist
- **Placement Assistance:** Resume building + Mock Interviews & Naukri Update

[View More](#)

Pro HR Module

- **Advanced HR Module** +
- Generative AI for HR (Projects + Tools like ChatGPT, Gemini)
- **Duration:** 90 Days
- **Certification:** Certified HR & Payroll Specialist with HR Automation Mastery

[View More](#)

Mode of Training:
Live Online Training

Days:
Monday-Friday(Per 1 Hr.)

Advanced HR Module

CORE HR

- Workforce Planning
- Job Role Analysis
- Talent Acquisition, Recruitment & Selection
- Employee Onboarding
- Engagement Strategies
- Handling Employee Grievances
- Training & Development
- Employee Retention
- Managing Attrition
- Employee Relationship Management
- HR Policy Development
- Performance Appraisal Management
- SWOT Analysis
- Exit & Offboarding Process

HR ANALYTICS

- Employee Database Management
- Headcount Analysis
- Attrition Analysis
- Departmental Analysis
- Age Demographics Analysis
- Gender Demographics Analysis
- Payroll Management
- Gratuity Analysis
- Payslip Exercises

PAYROLL & COMPLAINTS

- Compensation, Salary Structure, and Benefits
- CTC Breakdown & Calculation
- End-to-End Payroll Processing
- Leave Policies & Holiday Lists
- Leave Encashment Process
- Statutory Compliance Overview
- Payment of Wages Act, 1936
- Form 11 Submission
- UAN Generation & Activation by Employees
- EPF Withdrawal Procedure
- PF Account Transfer Process
- Provident Fund (PF) Calculation
- Professional Tax (PT)
- Gratuity Calculation
- ESIC Contribution & Calculation
- Bonus Computation
- Overtime(OT)
- Income Tax & TDS Deduction
- Form 12BB Submission
- Form 16 Overview
- Leave Travel Allowance (LTA)

Advanced HR Module

ADVANCED EXCEL

- Freeze Panes
- Ctrl, Shift, and Arrow keys
- Sort & Autofilter Command
- Absolute references
- IF Function & Nested If Function
- And & Or Functions
- SUM and SUMIF Functions
- COUNT Functions
- Round
- VLOOKUP,XLOOKUP
- Insert Function Command
- Paste Special Command
- Pivot Tables
- Protecting cells and worksheets
- Conditional Formatting
- INDEX & MATCH
- Text to Col
- Remove Duplicate
- Auto Adjust
- Data Validation

Placement Assistance Includes:

- Customized CV creation
- Job portal profile optimization
- Interview question answer preparation tailored to your profile.

**See Our Offer Page for Detailed
Course Fee Information:**
<https://www.csphr.co.in/offers.html>

Pro HR Module

Advanced HR Module



ARTIFICIAL INTELLIGENCE IN HR

- ◁ Intro to Generative AI & Its Benefits
- ◁ Ethical AI Use in HR
- ◁ AI in Recruitment & Email Writing
- ◁ AI for Training, Development & Grievance Handling
- ◁ Automated HR Docs & Policy Drafting
- ◁ AI in Performance Reviews & HR Analytics
- ◁ Prompt Design & Optimization
- ◁ Tools: ChatGPT, Gemini
- ◁ Hands-On Project + Gemini Meeting Summaries (MoM)

Placement Assistance Includes:

- Customized CV creation
- Job portal profile optimization
- Interview question answer preparation tailored to your profile.
- Sharing job openings from our clients—selection depends on your interview performance

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