



# Certificate in Industrial Relations

**Vskills Certifications**

**Vskills Brochure**



Skills for a secure future

## Certificate in Industrial Relations

Industrial relations are an important domain for managers, senior management who represent the organization and their relationship with employees or labour as per laid regulations and laws.

Industrial Relations covers various aspects of employee relations covering

- Labour and Compensation Laws
- Grievance Handling
- Discipline
- Employee Exit
- Industrial Disputes
- Collective Bargaining
- Worker's participation in management
- Conflict and Negotiation Skills

### Why should one take this certification?

Vskills Certificate in Industrial Relations enhances your understanding of the multiple facets involved in managing positive employee relations and addressing industrial disputes and grievances. The certification is also a proof of your skills and knowledge in efficiently and effectively managing industrial disputes and employee relations.

The certification covers various labour and compensation laws as well as collective bargaining, discipline and employee exit.

### Who will benefit from taking this certification?

The certification is suitable for managers, senior executives and senior management in labour relations and human resources management.

### Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%). There is no negative marking in this module.

Fee Structure

Rs. 3,499/- (Excludes taxes)\*

\*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

## Table of Contents

### 1. Industrial Relations

- 1.1 What is Industrial Relations
- 1.2 Industrial Relations Basics ( Factors, Parties, Scope, Objectives)
- 1.3 Industrial Relations Role

### 2. Labour Laws

- 2.1 Factory Act
- 2.2 Maternity Act
- 2.3 Contract Labour Act
- 2.4 Safety and Health

### 3. Compensation Laws

- 3.1 Minimum Wages
- 3.2 Payment of Wages Act
- 3.3 Labour Welfare Fund
- 3.4 PF Act
- 3.5 ESI Act
- 3.6 Gratuity
- 3.7 Bonus
- 3.8 Professional Tax Act

### 4. Grievance Handling

- 4.1 Introduction
- 4.2 Dissatisfaction, Complaint and Grievance
- 4.3 Grievance Forms, Causes and Effects
- 4.4 Grievance Handling Procedure
- 4.5 Grievance Management in India

### 5. Discipline

- 5.1 What is Discipline
- 5.2 Indiscipline
- 5.3 Disciplinary Action
- 5.4 Disciplinary Action Procedure
- 5.5 Discharge or Dismissal

### 6. Employee Exit

- 6.1 Exit policy
- 6.2 Voluntary Retirement
- 6.3 Golden Handshake.
- 6.4 Termination
- 6.5 Dismissals

## **7. Industrial Disputes**

- 7.1 What are Industrial Disputes
- 7.2 Industrial Disputes Resolution Mechanism (the Industrial Court, the Industrial Relations Department, the Labor Department.)
- 7.3 The Industrial Disputes Act, 1947
- 7.4 The Industrial Disputes (Central) Rules, 1957
- 7.5 The Industrial Employment (Standing Orders) Rules
- 7.6 The Trade Unions Act
- 7.7 Privatization and Disinvestment
- 7.8 Positive Employee Relations

## **8. Collective Bargaining**

- 8.1 Collective Bargaining Basics
- 8.2 Collective Bargaining in India

## **9. Worker's participation in management**

- 9.1 Concepts
- 9.2 Employee Participation Strategies
- 9.3 Works committees
- 9.4 Joint management councils
- 9.5 Employee Directors
- 9.6 Workers committee
- 9.7 Quality circles

## **10. Safety and Health**

- 10.1 Employee Safety
- 10.2 Employee Health
- 10.3 Employee Welfare
- 10.4 Factories Act, 1948
- 10.5 Contract Labour

## **11. Conflict and Negotiation Skills**

- 11.1 Overview of Conflict
- 11.2 Types of Conflict
- 11.3 Causes of Conflict
- 11.4 Conflict Management Technique
- 11.5 Negotiation and Conflict
- 11.6 Negotiation Basics
- 11.7 Preparing for the Negotiation Process
- 11.8 The Seven Basic Steps in Negotiation
- 11.9 Best Alternative to a Negotiated Agreement (BATNA)
- 11.10 Tactics for Negotiation Process

**12. International Industrial Relations**

12.1 Globalization

12.2 WTO Regime on Labour Relations

12.3 International Labour Law

12.4 ILO

## Certifications

### ➤ Accounting, Banking and Finance

- Certified AML-KYC Compliance Officer
- Certified Business Accountant
- Certified Commercial Banker
- Certified Foreign Exchange Professional
- Certified GAAP Accounting Standards Professional
- Certified Financial Risk Management Professional
- Certified Merger and Acquisition Analyst
- Certified Tally 9.0 Professional
- Certified Treasury Market Professional
- Certified Wealth Manager

### ➤ Big Data

- Certified Hadoop and Mapreduce Professional

### ➤ Cloud Computing

- Certified Cloud Computing Professional

### ➤ Design

- Certified Interior Designer

### ➤ Digital Media

- Certified Social Media Marketing Professional
- Certified Inbound Marketing Professional
- Certified Digital Marketing Master

### ➤ Foreign Trade

- Certified Export Import (Foreign Trade) Professional

### ➤ Health, Nutrition and Well Being

- Certified Fitness Instructor

### ➤ Hospitality

- Certified Restaurant Team Member (Hospitality)

### ➤ Human Resources

- Certified HR Compensation Manager
- Certified HR Staffing Manager
- Certified Human Resources Manager
- Certified Performance Appraisal Manager

### ➤ Office Skills

- Certified Data Entry Operator
- Certified Office Administrator

### ➤ Project Management

- Certified Project Management Professional

### ➤ Real Estate

- Certified Real Estate Consultant

### ➤ Marketing

- Certified Marketing Manager

### ➤ Quality

- Certified Six Sigma Green Belt Professional
- Certified Six Sigma Black Belt Professional
- Certified TQM Professional

### ➤ Logistics & Supply Chain Management

- Certified International Logistics Professional
- Certified Logistics & SCM Professional
- Certified Purchase Manager
- Certified Supply Chain Management Professional

### ➤ Legal

- Certified IPR & Legal Manager
- Certified Labour Law Analyst
- Certified Business Law Analyst
- Certified Corporate Law Analyst

### ➤ Information Technology

- Certified ASP.NET Programmer
- Certified Basic Network Support Professional
- Certified Business Intelligence Professional
- Certified Core Java Developer
- Certified E-commerce Professional
- Certified IT Support Professional
- Certified PHP Professional
- Certified Selenium Professional
- Certified SEO Professional
- Certified Software Quality Assurance Professional

### ➤ Mobile Application Development

- Certified Android Apps Developer
- Certified iPhone Apps Developer

### ➤ Security

- Certified Ethical Hacking and Security Professional
- Certified Network Security Professional

### ➤ Management

- Certified Corporate Governance Professional
- Certified Corporate Social Responsibility Professional

### ➤ Life Skills

- Certified Business Communication Specialist
- Certified Public Relations Officer

### ➤ Media

- Certified Advertising Manager
- Certified Advertising Sales Professional

### ➤ Sales, BPO

- Certified Sales Manager
- Certified Telesales Executive

**& many more job related certifications**

Contact us at :

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