



## Certified HR Generalist

**Vskills Certifications**

**Vskills Brochure**



## Certified HR Generalist

A human resources or HR generalist is an employee in the HR department managing various HR responsibilities instead of a specialized line of work which usually includes recruiting, compensation and benefits administration, payroll, compliances and employee relations.

HR generalists act as liaisons between workers, managers and executives in measuring employee engagement.

Vskills certification for HR Generalist assesses the candidate as per the company's need for managing the various functions of human resources.

### Why should one take HR Generalist Certification?

The certification enhances and showcases your skills and knowledge in various human resources functions. This Course is intended for HR professionals and graduates wanting to excel and would like to take certification for further career progression in human resources.

Earning Vskills HR Generalist Certification can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their advanced skills, and result in higher earning potential.

The certification covers

- Compensation and Benefits
- Recruitment
- Industrial Relations
- Talent Management
- HR Compliances

### Who will benefit from taking HR Generalist Certification?

HR professionals, managers and executives benefit immensely from this certification. Job seekers looking to find employment in human resources departments of various companies, students generally wanting to improve their skill set and make their CV stronger and existing employees looking for a better role can prove their employers the value of their skills through this certification.

### 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

### Companies that hire Vskills Certified HR Generalist

IT and consulting companies like TCS, IBM, Accenture require HR generalists to manage their human resources. HR Generalists are in great demand. Companies specializing in HR outsourcing are constantly hiring skilled HR generalists. Various public and private companies also need HR generalists for their human resources departments.

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## **1. HR Basics**

- 1.1 HR Management Basics
- 1.2 Objectives of HRM
- 1.3 Functions of Human Resource Management

## **2. Compensation and Benefits**

- 2.1 Concept of Compensation
- 2.2 Job Evaluation
- 2.3 Concept of Wage, Salary and Fringe Benefits
- 2.4 Types of Wages
- 2.5 Wage Policies
- 2.6 Procedure and Practices for Wage Determination
- 2.7 Performance Based Compensation
- 2.8 Competency Based Pay
- 2.9 Team Based Compensation
- 2.10 Employee Stock Options
- 2.11 Negotiating at Work
- 2.12 Quantitative Analysis

## **3. Recruitment**

- 3.1 Recruitment Basics
- 3.2 Theories of Recruitment
- 3.3 Stages of an Effective Recruitment Process
- 3.4 Sources of Recruitment
- 3.5 Recruitment Policies
- 3.6 Equal Employment Opportunity
- 3.7 Employee Selection
- 3.8 Techniques of Selection

#### **4. Interviewing and Hiring**

- 4.1 What is a Interview
- 4.2 Interview Types
- 4.3 Interviewing Biases
- 4.4 Screening Resumes/Curricula Vitae
- 4.5 Planning for the Interview
- 4.6 Opening the Interview
- 4.7 Conducting the Interview
- 4.8 Close an Interview Effectively
- 4.9 Group Interview
- 4.10 Behavioral-based Interviewing
- 4.11 BARS (Behaviorally Anchored Rating Scales)
- 4.12 Assessment Methods
- 4.13 Data-driven recruiting and HR Analytics
- 4.14 Video Interviews

#### **5. Industrial Relations**

- 5.1 What is Industrial Relations
- 5.2 Grievance Handling
- 5.3 Employee Discipline
- 5.4 Employee Exit
- 5.5 Industrial Disputes
- 5.6 Positive Employee Relations
- 5.7 Collective Bargaining

#### **6. Performance Management**

- 6.1 Performance Appraisal Basics
- 6.2 Methods of Performance Appraisal
- 6.3 Appraiser's Responsibilities
- 6.4 Understanding Organization's Expectations
- 6.5 Methods of Monitoring Appraisal System
- 6.6 Planning and Execution of Performance Management
- 6.7 Evaluation of Performance Information
- 6.8 Rating Scales and Errors
- 6.9 Conducting the Review

## **7. Learning and Development**

- 7.1 Learning Basics
- 7.2 Learning Styles
- 7.3 The Three Representational Modes (TRiM)
- 7.4 Adult Learning
- 7.5 Steps for Training Needs Assessment
- 7.6 Developing Learning Plan
- 7.7 Design of Curriculum
- 7.8 Creating Competency Model
- 7.9 Assessing Results of Learning Plan
- 7.10 Assessment Methods

## **8. Talent Management**

- 8.1 Talent Basics
- 8.2 The Talent Management Process
- 8.3 Determining Talent Needs
- 8.4 Talent Acquisition
- 8.5 Engaging Talented Individuals
- 8.6 Onboarding New Talent
- 8.7 Employee Churn
- 8.8 Employee Retention
- 8.9 Employee Engagement

## **9. HR Compliances**

- 9.1 HR Compliance Basics
- 9.2 Factory Act
- 9.3 PF Act
- 9.4 ESI Act
- 9.5 Monthly HR Compliance submissions
- 9.6 Quarterly HR Compliance submissions
- 9.7 Annual HR Compliance submissions

## Certifications

- **Accounting, Banking & Finance**
  - Certified GST Professional
  - Certified AML-KYC Compliance Officer
  - Certified Business Accountant
  - Certified BASEL III Professional
  - Certified GAAP Accounting Standards Professional
  - Certified Treasury Markets Professional
- **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 Professional
- **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 Master in Project Management
  - Certified Scrum Specialist
- **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 Supply Chain Management Professional
- **Legal**
  - Certified IPR & Legal Manager
  - Certified Labour Law Analyst
  - Certified Business Law Analyst
  - Certified Corporate Law Analyst
- **Information Technology**
  - Certified Angular JS Professional
  - 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
- **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
  - Certified Leadership Skills 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**

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