

INFOSOFT IT SOLUTIONS

Training | Projects | Placements

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Human Capital Management Course

Introduction to Human Capital Management

- Definition and importance of human capital
- Evolution of human capital management
- Role of HR in managing human capital
- Trends and challenges in human capital management

Talent Acquisition

- Recruitment strategies and techniques
- Job analysis and job design
- Employer branding
- Selection methods and processes
- Diversity and inclusion in recruitment

Employee Onboarding and Orientation

- Importance of effective onboarding
- Onboarding best practices

- Orientation programs
- Role of technology in onboarding

Performance Management

- Performance appraisal process
- Setting performance goals and expectations
- Performance feedback and coaching
- Performance improvement plans
- Performance management tools and software

Learning and Development

- Training needs analysis
- Learning styles and methodologies
- Designing training programs
- Delivery methods (e-learning, instructor-led, etc.)
- Evaluating training effectiveness

Talent Development and Succession Planning

- Identifying high-potential employees
- Leadership development programs
- Career development initiatives
- Succession planning process
- Talent mobility and career pathing

Employee Engagement and Retention

- Understanding employee engagement
- Factors influencing employee engagement
- Employee recognition and rewards
- Strategies for improving engagement
- Retention strategies and turnover management

Compensation and Benefits Management

- Compensation strategies and philosophies
- Job evaluation and salary benchmarking
- Benefits administration
- Payroll management
- Legal and regulatory compliance in compensation

Workforce Analytics and HR Technology

- Importance of workforce analytics
- Key HR metrics and KPIs
- HRIS (Human Resource Information Systems)
- HR technology trends
- Data-driven decision-making in HR

Ethical and Legal Considerations

- Ethical issues in human capital management
- Employment law fundamentals

- Equal employment opportunity and anti-discrimination laws
- Workplace privacy and confidentiality
- Ethical leadership in HR

Global Human Capital Management

- Managing a diverse workforce
- Cross-cultural communication
- Global talent acquisition and mobility
- International HR strategies
- Global compliance and regulations

Future Trends in Human Capital Management

- Emerging technologies in HR
- Gig economy and contingent workforce
- Remote work and virtual teams
- Agile HR practices
- Future challenges and opportunities in human capital management