



Edutainer
india

HR and Administration

Online course

skill enhancement courses

123 Anywhere St., Any City

More Information

WWW.online.vtu.ac.in

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HR management, career development, employment



Course duration :30hr

Course level :Intermediate

Language:English

Course outcomes

Upon completion of this course, students will possess a solid foundation in HR and administration management principles and practices.

They will be prepared to assume roles in hr department, administrative leadership positions, related field ,equipment with the skills to contribute strategically to organisational growth and success

Students will also have developed critical thinking, problem-solving and communication skills necessary for effective HR and administration management in diverse organisational settings

What you learn

Overview of HR management

Recruitment strategies

Organisation structure and Design

Work place planning

Performance management

Employee relation

Emergency preparedness

Onboarding and orientation

Compensation Relations



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EDUCATION.**

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