

Advance Certification Program in

Strategic Human Resource Management & Analysis

Learn From **IIT Guwahati Faculty** &
Industrial Experts

100% Placement Assurance.



About E&ICT Academy, IIT Guwahati

IIT Guwahati has retained the 7th position among the best engineering institutions in the country in the 'India Rankings 2021' declared by the National Institutional Ranking Framework (NIRF) of the Union Ministry of Education.

The Electronics and ICT Academy IIT Guwahati facilitates short-term training programmes on fundamental and advanced topics in IT, Electronics & Communication, Product Design, and Manufacturing with hands-on training and project work using the latest software tools and systems.

In association with E&ICT Academy, Teachnook introduces an Advanced Certification Program specialised in Marketing, Human Resources, Operations, and Business Development.



About Advanced Certification Program in Strategic HR & Analytics

Teachnook Advanced Certification Program in Strategic Human Resources & Analytics is an exclusive 24-weeks intensive training program that transforms a candidate from a professional to a industry-ready professional with a world-class curriculum and certification accredited by E&ICT Academy IIT Guwahati.

● You enroll & take assessment test

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- Intro to HRM Foundation
- Pre-phase of recruitment
- Selection phase of recruitment
- Post-phase of recruitment

● Week 9 – Week 14: **Employment Stage**

- Onboarding
- Management
- Compensation & benefits
- Talent Management

● Week 15 – Week 18: **Exit Stage**

- Employee offboarding or Exit Management
- Importance of Exit Management

● Week 19 – Week 24: **Intro to Strategic HRM**

- Strategic HRM
- HR Analytics
- HR tools

● Earn a certification from E&ICT Academy IIT Guwahati & get it listed on their website

Program Overview

Modules	Sub-Modules	Detailed Topics	In Hours	In Weeks
Pre-Employment Stage	Intro to HRM Foundation	HR and Roles	1.5	1
		HR Types, (TA, Gen., Operations, L&D, BP)		
		Organisation Structure and Design	2	
		HR Role in the 21st century organization		
		A day of an HR		
	Pre-phase of recruitment	What is recruitment? Types of recruitment	1	1
		Identifying/ knowing the requirement	1.5	
		Planning and Forecasting (Workforce Needs, Crowd and Crisis Management)		
		JD Preparation & samples	1.5	1
		Creating a JD and Job Post on linkedin		
		Digital Talent Acquisition		
		Screening & Shortlisting		
		Social media recruitment - Talent search (on Major Portals like Naukri & LinkedIn)	1.5	1
		Connecting with HRs on LinkedIn	1.5	

Modules	Sub-Modules	Detailed Topics	In Hours	In Weeks	
	Selection-phase of recruitment	Types of Hiring Rounds	2	1	
		Interview process for different job roles like IT (from recruiter pov)			
		What is Talent Acquisition, metrics & Analytics	1.5		
		How to use ATS tool (Freshteam)	1.5		
	Post-phase of recruitment	BGV (Background Verification), reference check	1.5	1	
		Job Offer, OL, AL, Probation	1.5		
		Sample templates	2	1	
		Drafting an appointment letter			
	Final Assessment and assignment submission			1	1

Employment stage	Onboarding	Introduction & Induction	1.5	1
	Management	Company Culture	1.5	1
		Employee engagement & Retention		
		Activities for Employee engagement		
		Leadership in the workplace	1	
		Industry Expert session on Leadership	1.5	
	Compensation & benefits	Compensation management for strategic capabilities	1.5	1
		ESOPs, Salary breakup, Medclaim, PF, Payroll	1.5	
		Promotion & Salary raise		

Modules	Sub-Modules	Detailed Topics	In Hours	In Weeks
	Talent Management	Intro. to Learning and Development (L&D)	1	1
		Training need analysis (TNA)	1.5	
		Training design & Assessments		
		Employee performance management	1.5	
		Mental health and wellbeing		
		EQ & Stress management		
Final Assessment and assignment submission			1	1

Exit stage	Employee Offboarding or Exit Management	Resignation, retirement and termination	1.5	1
		Post Resignation Procedures- Notice Period & Managing the handover process		
		Exit interview	2	
		Conducting an Exit Interview		
		FNF & Paperwork	1.5	
	Account deletion, asset handover and reset	1.5		
	<ul style="list-style-type: none"> Security risk Legal risk 			
	Importance of Exit Management	<ul style="list-style-type: none"> Feedback Leaving the door open for returning employees 	1	1
		Drafting a termination/warning letter	1	
Final Assessment and assignment submission			1	1

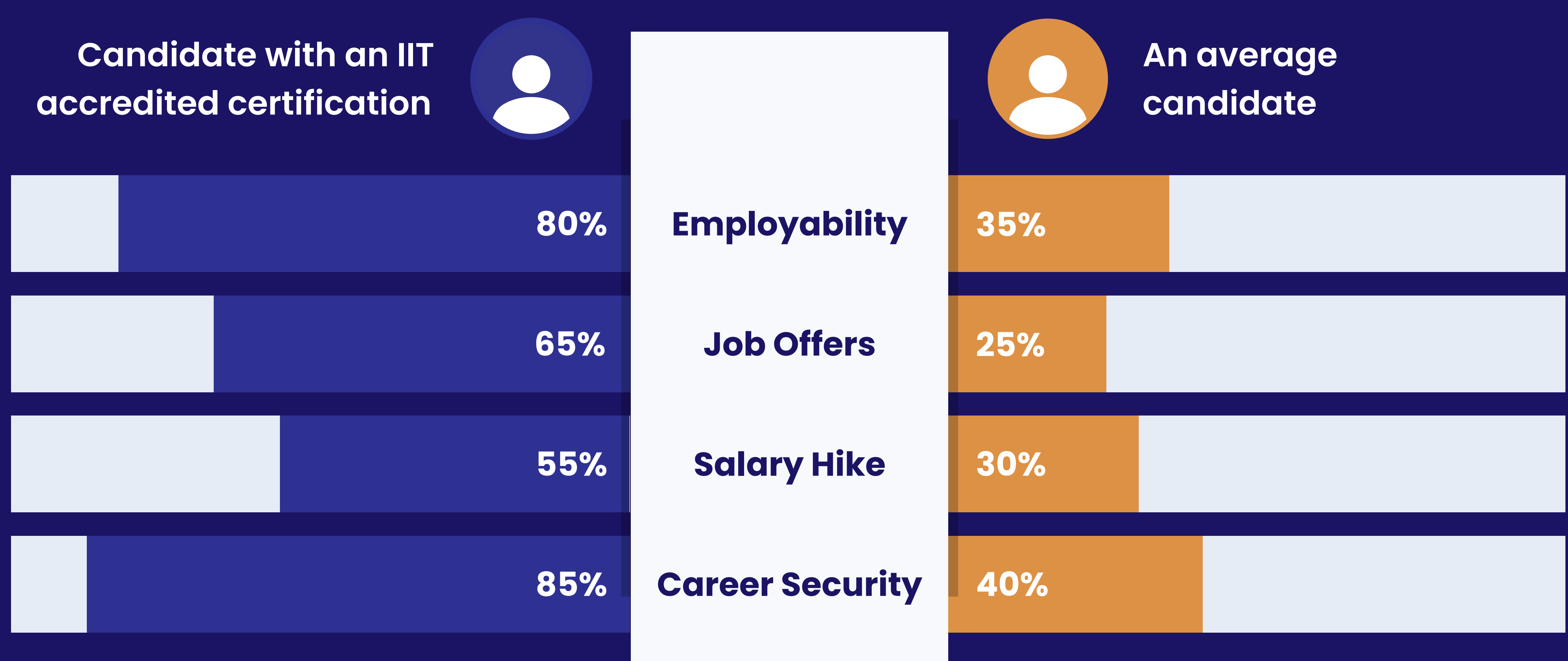
Modules	Sub-Modules	Detailed Topics	In Hours	In Weeks	
Introduction to Strategic Human Resource Management	Strategic HRM	Introduction to Strategic HRM	1.5	1	
		Structure of the HRM function			
		Creating of HRM strategic plan	2		
		Implementation of strategic HRM plan			
		Monitoring and evaluating a HR strategic plan	1.5	1	
		Risk management	1.5		
	HR Analytics	Introduction to HR Analytics	1.5	1	
		Decision-making through data collected			
		Use of Artificial Intelligence in recruitment and talent management	1.5		
		Building the performance driven culture			
	HR Tools	Design Thinking in HR	1.5	1	
		Strategies			
		Widely used HR Tools	1.5		
		Application			
	Final Assessment and assignment submission			1	1
	Final Assessment			3	1
			64 hours	24 weeks	

Program completion certificate

Post completion of 24-weeks of intensive training, candidates receive a certification accredited by India's premier institute **E&ICT Academy IIT Guwahati**.



How do you stand out with an IIT accredited



Did you know?

As per LinkedIn & Indeed there are **17000+** Jobs & Vacancies in the **HR** domain. You can be the next **HR Manager** companies are looking for!

Learn from leading Human Resources Industry Experts



Yashika Gowda

Faculty for Advanced Certification Program in Strategic Human Resources & Analytics

- ✓ **M. Sc** in Psychology and **MBA** in Human Resources
- ✓ Business Partner for 5000+ associates in modern trade retail working for **Hindustan Unilever Ltd.**
- ✓ Managed the entire staffing process while working in **CMA CGM**
- ✓ Been responsible for PAN India end-to-end recruitment for 8 assigned businesses in Housing.com



Neha Mathur

Faculty of Advanced Certification Program in Strategic Human Resources & Analytics

- ✓ An HR professional with a professional experience of **15+ years**.
- ✓ Alumni of a celebrated institute called **Narsee Monjee Institute of Management Studies (NMIMS), Mumbai**.
- ✓ Worked with reputed organizations like **British Airways, Guru Nanak Institute of Management Studies, and Indian Institute of Finance and Management**.
- ✓ Visiting faculty at **Mumbai University Garware Institute of Management**. She is also an online faculty for India's leading institutes.
- ✓ Overall, she has mentored **20,000+ students and professionals**.

What do our aspirants have to share?



Vaibhavi Bhat

[View this on LinkedIn](#)

I am thrilled to share my experience with Teachnook's Advanced Certification Program, which has been an incredible journey for me. The program has helped me grow and develop my skills, making me a better professional.

Teachnook's training program has been tailored to meet the requirements of today's fast-paced world, which is constantly evolving. The program's curriculum was well-structured, and the trainers were knowledgeable and supportive. They provided a perfect blend of theoretical and practical knowledge that helped me stay up-to-date with the latest industry trends.

The Teachnooks' training program has helped me enhance my problem-solving skills and learn new ways to tackle real-world challenges. It has boosted my confidence and equipped me with the tools to handle any situation in my job.

I am incredibly grateful for this experience, and I want to express my sincere appreciation to the Teachnook's training team.



Aarya Bhendarkar

[View this on LinkedIn](#)

Over the last few months, I've learned a lot and I would like to thank my mentor Miss Neha Mathur for teaching us and sharing the experience.

Thank you for bringing this opportunity Teachnook & E&ICT Academy IIT Guwahati.

Our learners get listed on E&ICT Academy IIT Guwahati's website

[Check Out Now](#)

What do our aspirants have to share?



Varsha Joy

The faculty is interactive and tries to solve all the queries. She also explains using various case studies so as to make us understand better. Overall the programme is good.



Mehak Dhanda

Neha ma'am is just amazing. She teaches in a very easy language so every concept is crystal clear for us. I love the way she approaches everyone in the class so nobody is missed. Virtual studies are generally difficult but Neha ma'am makes sure that everyone is on the same page.

Love the way she makes us understand the topic. Thankful to her.



Bineta Das

As I have been attending the classes for the last 13 sessions, I found the course quite interesting and insightful. Ma'am is very interactive and helpful. Looking forward to completing the course.

Thank you Teachnook.

Program Highlights



Future paced curriculum:

Become a future-ready professional with a world-class curriculum that helps you master the skills that will be most in-demand for the next 10 years.



Top notch training:

Get trained with our elite **Human Resources** Trainers to stand out from the crowd and be the most valuable candidate in the industry that every company is looking out for.



Premium certification:

Make your academic achievements 10x stronger with a certification by India's premier Institute - **E&ICT Academy IIT Guwahati** and attract top recruiters.



Campus visit:

Upon successful completion of the Advanced Certification Program, stand a chance to get a campus stay at **IIT Guwahati** and enjoy the immersive learning experience.

Program Eligibility



Graduates
(in any discipline)



Working
Professionals



Final Year
Undergraduates

Program Fees

₹2,49,999 **₹1,99,999** (EMI starts at 11,111/month)



#LearningWithTeachnook

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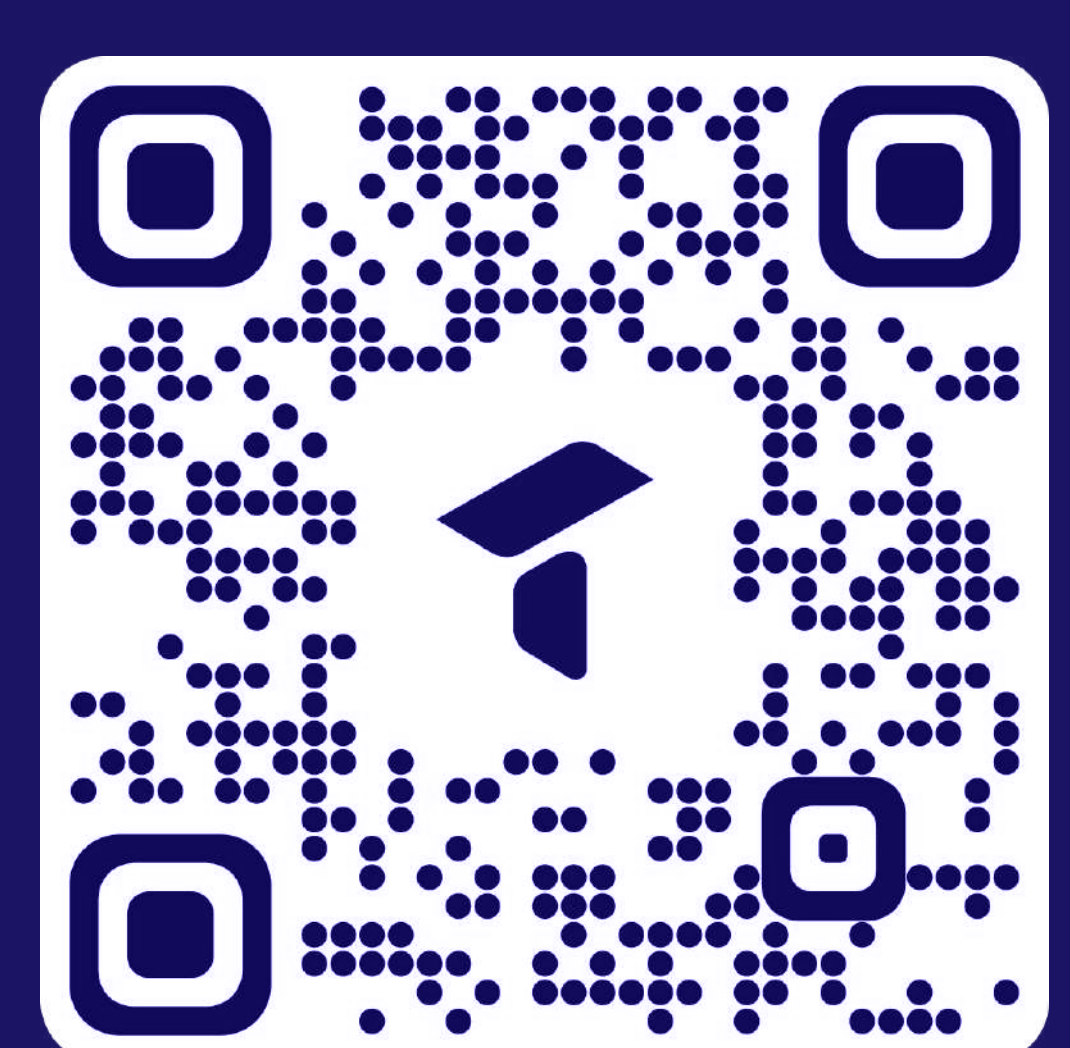
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