

CERTIFIED HR GENERALIST (CHRG)
3 Months | Dual Certification

Program Introduction

The Certified HR Generalist (CHRG) Program at amisys is your pathway to a comprehensive and hands-on HR education. We bring real work environments to our learning, giving you direct access to the latest HR technologies integrated with AI (Artificial Intelligence). This practical experience helps you gain the skills you need for success in the competitive job market.

Through the CHRG program, you will be immersed in the day-to-day tasks and challenges faced by HR professionals in various industries. Our carefully designed curriculum goes beyond theoretical knowledge, enabling you to understand the practical applications of HR practices and strategies. As a participant, you'll have the opportunity to work with leading companies, experts and industry professionals, gaining insights and knowledge that will set you apart in the HR landscape.

At amisys, we understand the evolving demands of the HR industry and the need for professionals who can navigate complex organizational challenges. The CHRG program is crafted to equip you with the necessary expertise to excel in diverse HR roles. You'll learn the intricacies of Talent Acquisition, Performance Management, Payroll Management, crafting complete HR Documents, HR Reporting, HR Auditing, Employee Relations, Employee Statutory Compliances, and more, preparing you to make valuable contributions to your organization from day one. With our focus on practical learning and real-world experience, you'll be well-prepared to tackle the dynamic challenges of the modern HR landscape.

About amisys

We are at the forefront of revolutionizing practical learning, offering an unparalleled platform that prioritizes experiential education. Our programs are meticulously designed to provide a hands-on approach, allowing both aspiring students and working professionals to engage directly with the latest AI-enabled technologies. We go beyond theoretical knowledge, emphasizing the direct application of skills in real work environments. Our esteemed mentors, comprised of top industrial experts, provide invaluable guidance, ensuring that learners receive industry-relevant insights and knowledge. With a strong focus on upskilling and reskilling, we are dedicated to keeping our students abreast of the latest industrial trends, equipping them with the tools necessary for professional success.

Pioneering a new era in executive education, amisys stands as India's premier executive learning platform, offering an innovative curriculum that emphasizes practical learning. Our "Work from Campus" initiative is a testament to our commitment to integrating corporate experience with academic learning, fostering a generation of Certified Professionals with real-world expertise.

“ amisys is dedicated to providing practical and industry-relevant education, leveraging next-gen AI technology to empower professionals with cutting-edge skills and expertise ”

Amal

Program Mentor

amisys

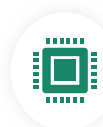


Program Highlights



PRACTICAL LEARNING WITH COMPANY EXPERIENCE

- Engage directly with real work environments for practical skill development.
- You will receive an offer letter from an ideal company and can start applying your knowledge in the real work environment.
- Optional for working professionals in the HR domain



ACCESS TO AI ENABLED HR TECHNOLOGIES

Directly get access and practice the AI-powered HRMS, HRIS, and ATS technologies rather than just learning the theoretical aspects of those HR Technologies

Gain a competitive edge for career advancement and access to the best job opportunities



DEDICATED CAREER SUPPORT

Access our dedicated career portal, participate in job fairs, and leverage networking opportunities, all facilitated by our proactive career cell.

Every learner will assigned with a Placement Manager during or after completing the program



360 DEGREE HR LEARNING AND PRACTICES

Gain comprehensive insights into diverse HR functions such as recruitment, training, employee relations, crafting HR documents, performance and payroll management, grievance management, and labour compliance etc.



WORK FROM CAMPUS FOR COLLEGE STUDENTS

Graduates can now start their corporate careers while still in college. Join a company during your graduation as part of our CHRG Program and work from campus. No more being a fresher after graduation!



DUAL CREDENTIALS AND VERIFICATION BADGE

Obtain a comprehensive program certification along with an experience certificate as a part of your practical work done in a real work environment. Display the program badge, a symbol of your successful program completion, with pride

Program Curriculum

PROGRAM ORIENTATION AND ONBOARDING

Embark on your HR journey with our focused program orientation and smooth onboarding process. Dive into essential HR practices, guided by our core values for an impactful learning experience

FOUNDATIONS OF GLOBAL HR MANAGEMENT

- **Global HR Policies, Compliance and Administration**

Explore international HR policies, legal frameworks, and compliance standards to navigate the complexities of managing a global workforce

- **Diversity and Inclusion in the Global Workplace**

Understand the importance of fostering diversity and inclusion in a global HR context, implementing strategies to create a culturally rich and inclusive work environment

- **People Management in the Indian-International Companies**

HR strategies tailored for the Indian business landscape, addressing cultural, legal, and market-specific nuances to navigate the complexities of HR management in India

RECRUITMENT, TALENT ACQUISITION AND RETENTION

- **Practice Complete Recruitment Cycle**

End-to-end recruitment, Targeted sourcing, boolean search, screening, and streamlined hiring processes. Application Tracking System (ATS), Ai enabled recruitment practices

- **Integrated Talent Acquisition for Modern Business Landscape**

Proactive strategies for recruitment, employer branding, developing LinkedIn employee community, job boards reviews, corporate networking and onboarding top talents

- **Employee Retention Strategies and Programs**

Employee engagement programs, growth opportunities, designing positive work environment, upskill and reskilling, work-life-balance and effective retention plans

AUTOMATING HR OPERATIONS WITH TECHNOLOGY

- **Practice Advanced HRMS**

Employee profile management, leave and attendance management, HR documentation, tracking probation, employee reports generation and orchestrating onboarding processes, etc.

- **Leveraging AI in Complete HR Operations**

Practical applications of Artificial Intelligence for enhancing HR functions like recruitment, performance management, operations automation, and HR data analytics

- **ATS for Recruitment and Talent Pipeline Management**

Practice Applicant Tracking Systems (ATS) to streamline and improve the efficiency of the recruitment process, manage resume, candidate preboarding, follow-up and more

PAYROLL AND BENEFITS MANAGEMENT

- **Systematic Payroll Processing**

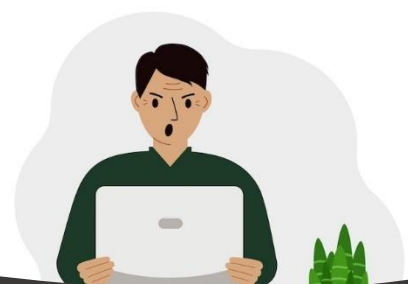
Efficient handling of salary computation, tax deductions, and compliance with statutory regulations, including PF, ESI, and labor charges, etc.

- **Integrated Benefits Administration**

Management of employee benefits encompassing health insurance, retirement plans, and other perks, ensuring alignment with organizational policies and legal standards

- **Structured Compensation Framework**

Designing and implementing fair and competitive compensation structures, incorporating bonuses and incentives, and aligning fixed-variable pay with market standards for various roles



CRAFTING ESSENTIAL WORKPLACE DOCUMENTS

- **HR Operational Documents**

Offer letters, Standard operating procedures (SOPs), Probation confirmation letter, Promotion letter, Letter of termination, Relieving letter, MRF form, and Experience certificates etc.

- **Compliance Documents**

Employment contracts, Non disclosure agreement (NDA), Anti sexual harrasment policy, workplace safety and health documents and compliance reports and audits

- **Preparing HR Reports and Data Analytics**

Analyzing and crafting comprehensive HR reports for informed decision-making

PREBOARDING, ONBOARDING AND EXIT PROCEDURES

- **Meticulous Preboarding Process**

Verification of candidate identity, previous experience, documents, educational certifications, offer approval, releasing offer letters, and conducting background verification, reference check

- **Execute Smooth Onboarding of New Employees**

Design onboarding flows, HR orientation sessions, facilitate workspace setup, introduction to HR policies and procedures, department orientation, and access to relevant software

- **Structured Exit Processes**

Exit interview, clearance procedures, documentation closure, return of company assets, knowledge transfer (KT), and full and final settlement

PRACTICE ADVANCED HR AUDITING AND ANALYTICS

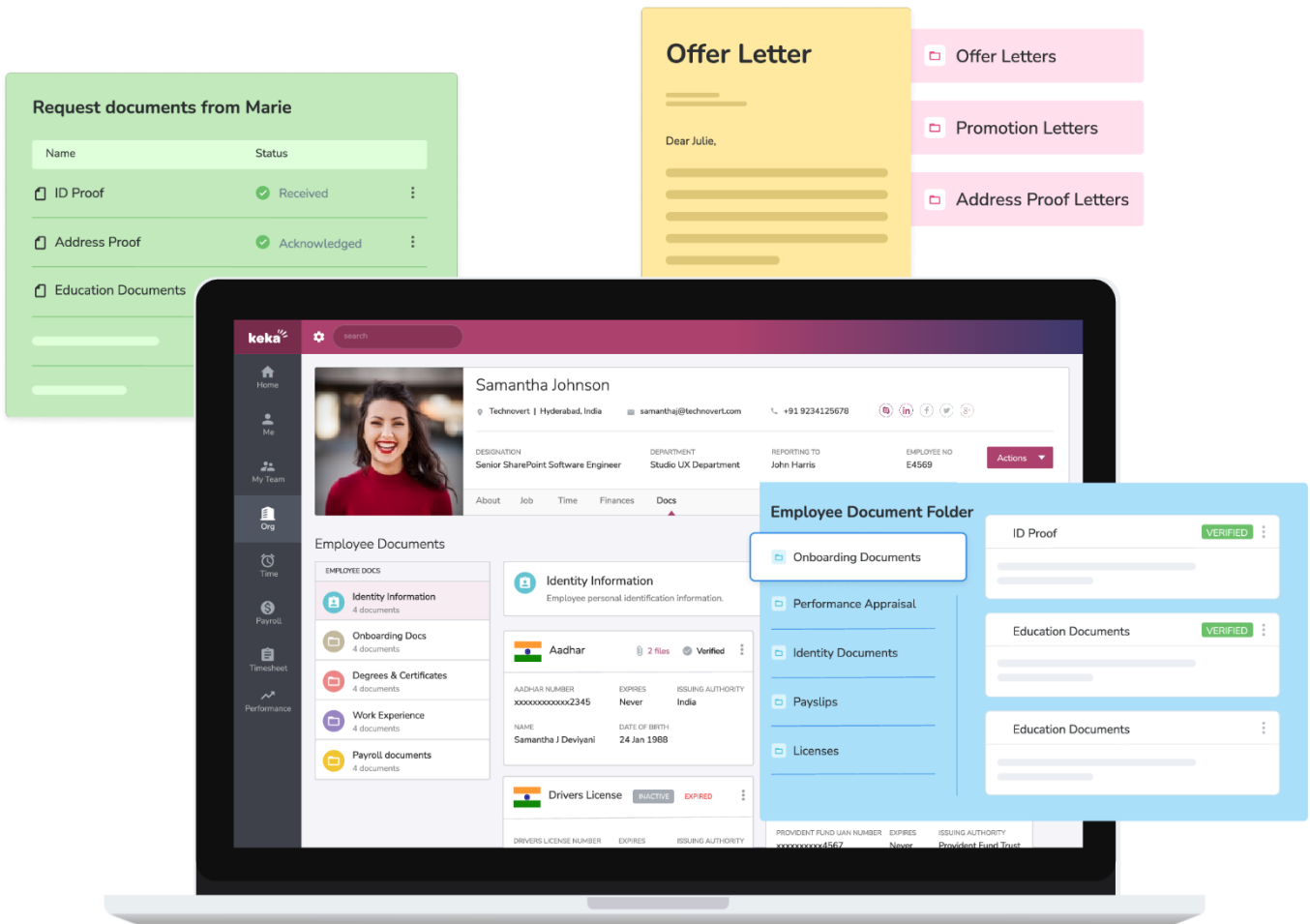
- **Conducting Periodic HR Audits**

Assess compliance with labor laws, company policies, and industry standards, evaluating personnel records, employment contracts, HR processes, and software tools for HR auditing

- **Leveraging Analytics for Strategic Insights**

Data analytics tools to derive actionable insights from HR data, analyzing workforce trends, identifying areas for improvement, and making informed decisions

Advanced HR Technologies



Practice complete HR functions using powerful HRMS



Learn to create customized Onboarding flows



Create productive and engaging work environment



Get practiced in Ai tools for automating HR operations



Master data analytics tools and drive better HR outcomes



Enhance your work pace by learning Generative AI

Hiring journey redefined



Requisition in 3 clicks

Easy-to-raise requisitions
for transparent hiring

Screening & evaluation

Screen, evaluate and identify
duplications and schedule
interviews effortlessly



Sourcing

Generate AI-powered JDs and
post them on multiple
platforms with a single click



Offer letter

Automate offer letter
generation with accurate
details and share them
with the right candidates



Pre-boarding

Keep the candidates engaged,
collect and store documents
digitally in a single place



Onboarding

Craft a memorable
onboarding experience for
fastest time-to-productivity



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Hurray! Only 5 days to join us.

Just fill in this information to save time on your joining day.

Program Details

DURATION

2-3 Months

TIME COMMITMENT

15-18 Hrs/Week (Flexible)

PROGRAM ELIGIBILITY

Any Degree/Relevant Experience
in HR Domain

PROGRAM FEES

INR 20000
(Inclusive of all taxes)

ADMISSION PROCESS

STEP 1

Submit Your Online
Application

STEP 2

Shortlisting and Begin
Enrollment Process

STEP 3

Program
Onboarding



COMPANY INFORMATION

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