

## Capsule course in HR

### Total Duration – 30 hours

Session	Modules	Duration
Session 1	<b>Employee Value Proposition and Employer Branding</b>  Fundamentals of Branding  Benefits of Employer Branding (with examples like Tesco, Microsoft, UI path)  EVP (Employee Value Proposition)  Labour Market insights & Candidate Persona  Videos & case study	2 hrs.
Session 2	<b>Employee Value Proposition and Employer Branding</b>  Creating Internal Communication for branding  Candidate Journey (Experience)  Videos & Experiential exercise on creating EVP	2 hrs.
Session 3	<b>Competency Mapping</b>  Defining Competencies and classification of Competencies  Use of BARS in creating behavioural indicators  Methods of Competency Mapping  Experiential exercise ( creating competency map for a decided role/s)	2 hrs.
Session 4	<b>Role of Assessment and Development Centers in Building HR</b>  Common Use of Assessment & Development centers  Reliability & Validity of Instruments  Various tools used in assessment centers  Demo of a few tools (BEI, In Basket Exercise, Role Play)	2 hrs.
Session 5	<b>Role of Assessment and Development Centers in Building HR</b>  Role & Training of Assessor  Impact and importance of Normalization of scores  Assessment Matrix	2 hrs.

	<p>Creating Assessment report and feedback to the participants</p> <p>Example of world class report writing in ACDC (JOMBAY)</p>	
Session 6	<p><b>Emotional Intelligence</b></p> <p>Setting the Context - Emotional Intelligence: Concept, importance, consequences of low EI, benefits of high EI,</p> <p>How to improve EI (World Café and Ambassador Sharing Activity, Expectations from the Session)</p> <p>setting norms - facilitator led discussion + PPT)</p> <p>Self-Awareness – Johari Window Activity – PPT + Facilitator led activity and discussion</p> <p>Physiological changes associated with emotions, displaying Emotions – Activity + Facilitator Led discussion + PPT</p>	2 hrs.
Session 7	<p><b>Emotional Intelligence</b></p> <p>Assessment – Two Questionnaires, i.e. How Emotional are you and Emotional Intelligence questionnaire (along with de brief of the scores)?</p> <p>Role Playing – Moving from” I &amp; IT” to “I &amp; YOU” – Activity + Facilitator led discussion.</p> <p>Videos (Daniel Goleman), amygdala highjack, choti si baat</p>	2 hrs.
Session 8	<p><b>Emotional Intelligence</b></p> <p>Importance of Empathy in EI</p> <p>Difference is not equal to wrong</p> <p>Jumping on conclusion (Fundamental Attribution error)</p> <p>Videos on Empathy (Cleveland Clinical Hospital)</p>	2 hrs.
Session 9	<p><b>Collective Bargaining through Simulation</b></p> <p>Conflict &amp; Conflict Management</p> <p>Negotiation Techniques (BATNA)</p> <p>Setting up the context for the experiential exercise (Wage Negotiation)</p> <p>Videos (Negotiator, FBI agents)</p>	2 hrs.
Session 10	<p><b>Collective Bargaining through Simulation</b></p>	2 hrs.

	Simulations to be played by the students (where students will be divided in 2 teams (union and management), They will be sharing charter of demand along with setting up negotiation meetings (here they are required to apply the fine nuances of negotiation.	
Session 11	<p><b>HR Analytics</b></p> <p>HR strategy and impact of Analytics to be a strategic partner in business.</p> <p>Hypothesis building (Dependent and independent variables)</p> <p>Statistical tools such as (Co relation analysis, regression analysis)</p> <p>Experiential exercise (Data set will be shared with students and they will be empowered</p>	2 hrs.
Session 12	<p><b>HR Analytics</b></p> <p>Various HR matrix and dashboards.</p> <p>Visual data representation.</p> <p>Story Telling and narratives.</p> <p>Experiential Exercise: Students will be creating a story board and narrative (from the provided data set in the class.</p>	2 hrs.
Session 13	<p><b>Knowledge Management</b></p> <p>Setting the context (Tacit vs Explicit knowledge)</p> <p>Knowledge sharing culture</p> <p>Knowledge capture and codification</p> <p>Using organizational routine to manage Knowledge</p> <p>Communities of Practices</p>	2 hrs.
Session 14	<p><b>Diversity Inclusion</b></p> <p>Defining Diversity &amp; Inclusion</p> <p>DI impact of business &amp; Employees (a few corporate examples)</p> <p>Overlooked mistakes in Diversity &amp; Inclusion.</p> <p>Employee Perception about diversity &amp; Inclusion.</p> <p>Culture of Inclusion and community engagement.</p>	2 hrs.
Session 15	<p><b>Upcoming Careers in HR</b></p> <p>Discussion on 21 different upcoming roles in the coming 8 years with reference from HBR.</p>	2 hrs.

	<b>TOTAL</b>	<b>30 Hrs.</b>