

# HUMAN RESOURCES, MARKETING & FINANCE

## Softskill Training

- Introduction to Soft Skills
- Communication Skills
- Interpersonal Skills
- Time Management
- Problem-Solving and Decision-Making
- Leadership and Teamwork
- Professional Etiquette
- Feedback and Continuous Improvement

## Human Resources (HR) : Learning Objectives

- Offer Letter Management
- HRMS Application
- Payroll Calculation
- Leave Management
- Employee Data Collection
- Employee Satisfaction Survey

## Marketing : Learning Objectives

- Marketing Tools Familiarization
- Lead Generation Techniques
- Recruitment Marketing
- Market Research

## Finance : Learning Objectives

- Salary Offer Calculations
- PF and ESI Calculation
- Payslip Generation
- Attendance Management
- Accounting Software (Tally Prime)
- Expense Management



## Evaluation and Certification : Evaluation Criteria

- Participation and attendance.
- Completion of assigned tasks and projects.
- Performance in practical evaluations.
- Feedback from mentors.

