



NIPM
KERALA CHAPTER
www.nipmkerala.org

Short Term CERTIFICATE COURSE



**ESSENTIAL COMPETENCIES &
LEGAL AWARENESS**
REQUIRED FOR
SUCCESSFUL HR MANAGERS

10 Full Day Sessions

On all Saturdays
(Except 2nd Saturdays/Holidays)

Commencing from:
End November 2024

Venue:
NIPM House, Kochi

INTRODUCTION

“Live as if you were to die tomorrow. Learn as if you were to live forever.”

-Mahatma Gandhi

In an era driven by technological advancements and new knowledge, it has become the need of the hour for HR professionals to constantly hone their skills to stay relevant and improve their competencies. Within an organisation, HR Professionals have huge responsibilities ranging from recruitment to payroll to wellbeing management of employees. Thus, it becomes imperative that HRs constantly upskill themselves to strategically use their knowledge and turn their organisations into performing powerhouses.

This course provides a robust introduction to the key principles and practices of human resources management. It tackles core areas that all HR Professionals should understand: hiring employees, evaluating their performance, and rewarding them. The participants will also gain the factual and conceptual understanding of the key labour laws pertaining to employment.

This certification program will be valuable to practising HR professionals who want to progress in their careers or new job seekers looking to find employment in human resources.

COURSE CONTENTS/TOPICS TO BE COVERED

1. **Talent Acquisition Skills:** Effective strategies for attracting, selecting, and hiring top talent.
2. **Competency Mapping:** Identifying key skills and behaviors required for successful performance.
3. **Performance Management:** Systematic process for evaluating, developing, and enhancing employee performance.
4. **Reward and Recognition Skills:** Motivating employees through fair compensation, benefits, and acknowledgment.
5. **Industrial Disputes Act 1947, Inter-State Migrant Workmen Act 1979, Kerala Shops Act 1960:** Understanding laws governing industrial disputes, migrant workers, and shop/ establishment regulations.
6. **Factories Act 1948, Kerala Labour Welfare Act 1975, Apprentices Act 1961:** Compliance with factory regulations, labour welfare, and apprenticeship laws.
7. **Industrial Employment Standing Orders Act 1946, Recognition of Trade Unions, Contract Labor Act 1970:** Managing standing orders, union relations, and contract labour regulations.
8. **Employees Provident Fund Act 1951, Employees State Insurance Act 1948, Payment of Bonus Act 1965, Maternity Benefit Act 1961:** Ensuring compliance with provident fund, insurance, bonus, and maternity benefits.
9. **POSH Act, Disciplinary Proceedings, Subsistence Allowance:** Preventing sexual harassment, conducting fair disciplinary actions, and providing subsistence allowance.
10. **Labour Codes' Impact:** Understanding the implications of proposed labour law reforms on existing regulations.

TARGETED AUDIENCE

Lower and Middle level managers handling human resources function in organizations.

HR / IR / Personnel / Welfare / Legal Practitioners

PROGRAM SCHEDULE

Duration	: 10 Full Day Sessions
Days of Course	: On Saturdays , except 2nd Saturdays & holidays)
Timing	: 10.00 am to 5.00 pm
Venue	: NIPM House , Mather Square, B-Block, 2nd Floor, Opp. Town Railway Station, Kochi
Course Commencing from	: Last week of November 2024
Number of Seats	: 30 seats only per batch
Registration	: First Come First Served Basis

Course Fee : **Rs. 12,000/- Plus GST at applicable rate ie 18%**
Total Rs.14,160/- (Rupees fourteen thousand one hundred sixty only) per participant

Payment mode
(Along with Registration) : By way of Cheque / dd favoring: National Institute of Personnel Management (Kerala Chapter) payable at Kochi
: For Payment through Bank by EFT/RTGS
: S/B Account No. 10040100160708, IFSC: FDRL0001004

: Name of Bank : The Federal Bank Ltd.,
Ernakulam North Branch, Kochi-682 018

Name of Beneficiary : National Institute of Personnel Management
(Kerala Chapter)



The Organizers

The "National Institute of Personnel Management" (NIPM) is the All-India Body of Professional Managers engaged in the profession of Personnel Management, Industrial Relations, Labour Welfare and Human Resources Development in the country. It is a non-profit organization registered under the Societies Registration Act 1960. The Institute through its 54 Chapters all over the country having about 10000 members is devoted to the development of skill and expertise of the professionals engaged in the management of human resources.

NIPM (Kerala Chapter) was started as 7th Chapter in the Country in the year 1961. Kerala Chapter of NIPM with more than 700 HR professionals as Individual Members and 38 Government / Private Sector Companies and Management Schools in Kerala as Institutional Members on rolls is one of the most vibrant chapters of the Institute. Kerala Chapter of NIPM has been adjudged as the Best Chapter among the 54 Chapters in the Country on various occasions.

NIPM Kerala Chapter facilitates professional growth for Professionals in Establishments by organizing programs like our Legal & HR Update program, various training programs / Seminars/ workshops/ Meetings/ Industrial Visits and other Skill Development Activities. We organize Management development programs for Institutions and engage in consultancy / Recruitment activities for organizations. For more details you may login our website: www.nipmkerala.org.

COURSE COMPLETION CERTIFICATE

On successful completion of the course, Course Completion Certificates will be awarded to the participants by NIPM Kerala Chapter on the concluding day.

Please send your registration immediately to following Address to avoid last minute rush:

The Hon. Secretary,
National Institute of Personnel Management (Kerala Chapter)
NIPM House, Mather Square, B-Block, 2nd Floor,
Opp. Town Railway Station, Kochi - 682 018,
E-Mail: kc@nipmkerala.org
Phone: 0484-2393 489 / 4050 310 / 9846 807 946



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