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HR Mastery

(Certified Professional on Human Resource Management)

The HR Mastery course equips professionals with comprehensive skills in human resource management, including talent acquisition, employee engagement, and performance management. Designed for HR practitioners and managers, it blends practical insights with strategic HR frameworks. Gain the expertise to drive organizational growth and build a motivated, high-performing workforce.



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About
CODEZCORP

Talent is everywhere. Opportunity is not. We have working with our members and leading employers to break down barriers, ensuring firms can access the very best talent and that our graduate members have the chance to fulfill their potential. Every day we are in the unique position to connect leading businesses with our community to help them identify and engage with their next generation workforce.

Skill-Based Outcomes

- Master Human Resource Planning & Forecasting
- Conduct Smart Hiring & Interviewing with Structure
- Create Onboarding & Retention Systems
- Drive Continuous Performance through Feedback
- Ensure HR Compliance and Ethical Workplace Conduct

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Key Learning Areas

HR Fundamentals – The Strategic Role of HR in Organizations

Topics Covered :

- Core HR functions: recruitment, training, payroll, compliance, and more
- Evolution of HR: From operational to strategic focus
- The impact of HR on organizational culture and long-term success
- Aligning HR goals with organizational vision and strategy

Talent Acquisition – Mastering Recruitment, Interviewing, and Selection

Topics Covered :

- Job analysis and crafting effective job descriptions
- Sourcing methods: referrals, job boards, agencies, and digital platforms
- Interview formats: behavioural, structured, panel interviews
- Screening techniques and candidate evaluation criteria
- Addressing and minimizing unconscious hiring bias

Onboarding Excellence – Integrating New Hires and enhancing engagement

Topics Covered :

- Key stages of onboarding: pre-boarding to post-hire integration
- Drivers of engagement: recognition, communication, inclusion
- Employer branding and creating strong first impressions
- Building a culture that supports motivation and long-term retention

Performance Management – Goal Setting, Feedback, and Employee Development

Topics Covered :

- Setting performance goals and measurable KPIs
- Appraisal methods: OKRs, 360-degree reviews, rating systems
- Feedback frameworks: STAR, SBI, coaching techniques
- Career development and succession planning
- Addressing performance issues and creating development plans

Compliance & Ethics – Navigating Labour Laws and workplace policies

Topics Covered :

- Labor law essentials and employee rights
- Structuring HR policies and code of conduct
- Entry and exit processes: NDAs, documentation, final settlements
- Ethical communication and professional behavioural in the workplace
- HR engagement etiquette and workplace presentation

Skill-Based Outcomes:

Topics Covered :

- Strategic Human Resource Planning
- Effective Talent Acquisition & Interviewing Techniques
- Designing Onboarding & Employee Engagement Programs
- Performance Management & Feedback Implementation
- HR Compliance, Policy Structuring & Ethical Communication

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Project

Project Title

Building an End-to-End HR Lifecycle Blueprint for a Tech Startup

Deliverables

Recruitment plan, onboarding process, KPI structure, compliance policy draft, and performance review template.

Career

Option's You Can Choose

- Human Resource Manager
- Talent Acquisition Specialist
- HR Business Partner (HRBP)
- Employee Engagement & Culture Lead
- HR Compliance & Policy Officer

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FAQ'S



Can beginners join this course?

Yes! This course is beginner-friendly and also suitable for professionals looking to upskill.



Will this include case studies and hands-on training?

Absolutely. Real-world HR situations and projects will be part of the curriculum.



Does this course include legal HR compliance modules?

Yes, Indian labour laws, policy building, and documentation are covered thoroughly.



Will I get placement support?

Yes, we assist with resume building, mock interviews, and placement guidance.



Is this suitable for entrepreneurs or startup founders?

Definitely. The course helps small business owners build and manage their HR systems effectively.