

Certified Programs In Human Resource Management

HR Generalist | Talent Acquisition | HR Operations
HRBP | Performance Management | HR laws



Industry - Institute Partnership Programs

Classroom | Online | Self-Paced | Corporate Training

Students | Working Professionals | Freelancers | Business Owners

About Us

Established in the year 2012, it's training programs are designed in a way to bridge a gap between the managerial competencies and evolving technological needs.

After careful consideration into the market and industry standards, our academic stalwarts have curated our curriculum in such a way that provides real-time practical exposure which are not offered by the traditional colleges.

Drawing on the rich history of excellence in education and innovation, Digital Nest provides unique and comprehensive curriculum design and delivery methodologies, and hence they come together to offer the best-designed programs

Awards



Recognition and Affiliations



5000+
TRAINERS

20+
COUNTRIES

200+
BATCHES

500+
SUCCESS STORIES

Why Digital Nest ?



Training by
Real Time Experts



Material, Case Studies
& Assignments



One-On-One with
Industry Mentors



Dedicated
Student Manager



Limited Strength



100% Assured
Placement Assistance



Doubt Clarification
Sessions



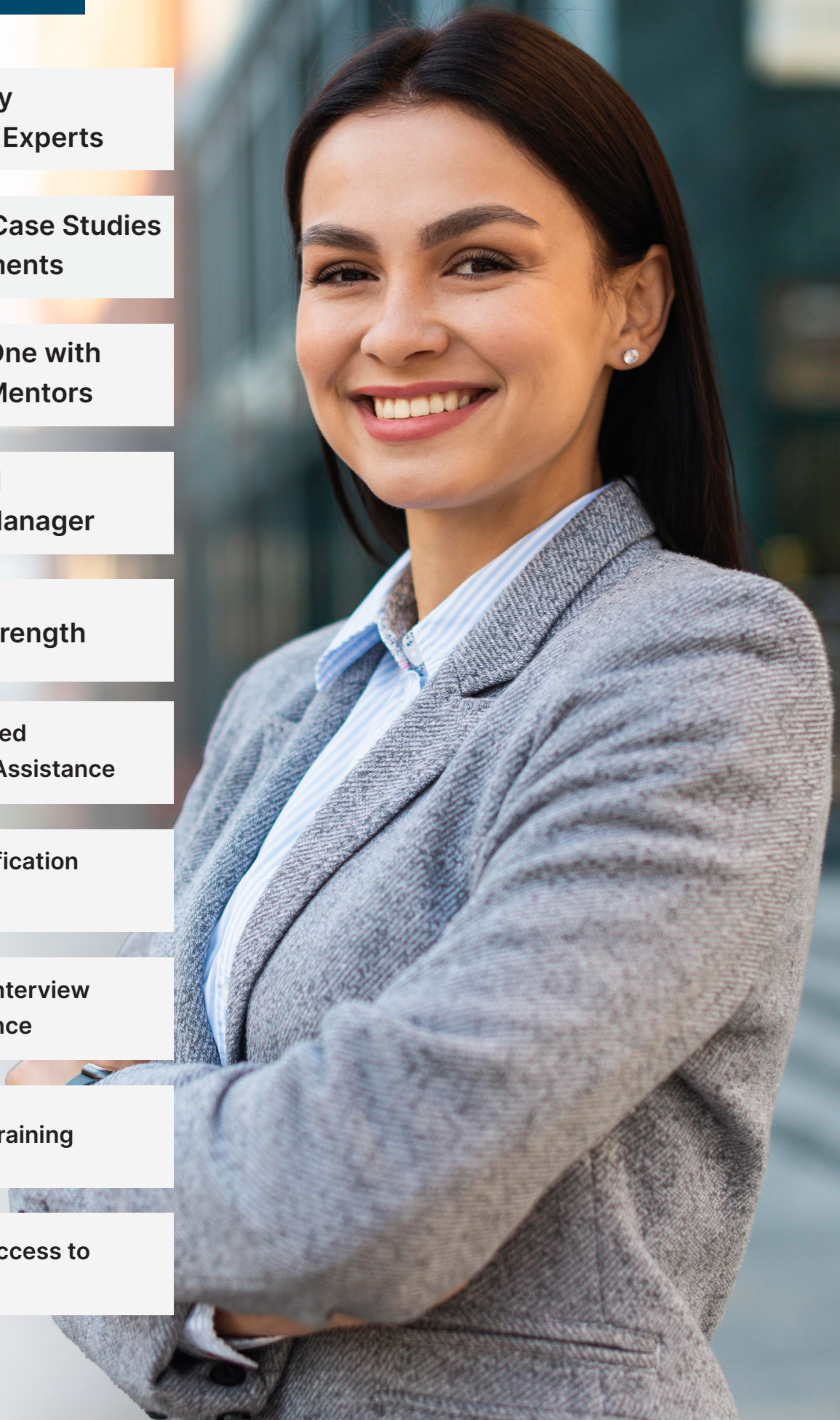
Resume & Interview
Prep Guidance



Hands on Training



Life Time Access to
Job Portal



Certifications



CERTIFICATE OF COMPLETION

This Certificate is Presented To

Jagadish

with ID No. _____ has Successfully completed

Human Resource Management

has completed the level of study with Grade _____ by integrating the teaching & practical applications delivered by Digital Nest His/Her Achievement in each level of study is hereby confirmed

S. Sandeep

SANDEEP SANTHOSAM
CEO | DIGITAL NEST

DATE



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Capital Park Hyderabad, Telangana - 81
+91-8088998664 | www.digitalnest.in

EXPERIENCE LETTER

To whom so ever It May Concern

Subject: Successful Completion of HR Apprenticeship - Ms. Kanak Jain

Date: 21st May, 2023

This letter is to certify that Mr. Jagadish (Enrolment no. DNHR:12345) successfully completed a 6-month apprenticeship program as an HR Professional at Digital Nest, from February 22nd, 2023, to August 21st, 2023.

The apprenticeship program provided Mr. Jagadish with on-the-job training in Human Resource Management (PGP in HRM). During her apprenticeship, he gained experience in various HR functions, including the topics listed below:

Introduction to HRM	Payroll Management	Balance Scoreboard	Learning & Development
Organizational Behavior	MS Excel for HR	Objective & Key Results	HRBP
HR Operations	Hiring Tools	Performance Management & Appraisal	POSH
Employee Engagement	Basics of HRMS Tools	CSB Indian Payroll	Generative AI for HR
Job Analysis & Evaluation	Communication Skills for HR	Statutory Compliance	Basics of HR Analytics
Talent Acquisition	Labour Laws	Employee Grievances	HR Dashboard & HRMS

We are pleased to recommend Mr. Jagadish for a full-time HR Professional role. His dedication, enthusiasm, and eagerness to learn make him a valuable asset to any organization

Issued for the record of the concerned.

For Digital Nest Learning and Development Pvt Ltd

S. Sandeep

Sandeep Santhosham (CEO)



CERTIFICATE NO. :
JAINX24389BPGCDM01



STUDENT ID :
JAINX/2024/24389

CERTIFICATE

THIS IS TO CERTIFY THAT

B. Sadha

has successfully completed a **Post Graduate Certification Program** in **Human Resource Management** offered by the Center for Skills of JAIN (Deemed-to-be University) and JAINx - The Skilling Academy during the **AY 2023-24** with a duration **100+ Hours**

Grade : A

Date : 21-05-2024



Aishwarya

Checked & Verified

Dhimant R.

Director
Center for Skills

For Verification contact: by@jainacademy.com

CAREERS IN HUMAN RESOURCE MANAGEMENT

- » HR Executive
- » HR Generalist
- » HR Consultant
- » HR Analyst
- » Learning and Development Specialist
- » Talent Acquisition Specialist
- » Recruitment Specialist
- » Talent Development Manager
- » Employee Retention Specialist
- » Compensation and Benefit Specialist
- » Diversity and Inclusion Officer
- » HRIS Manager
- » HRBP
- » Organizational Development Specialist
- » HR Manager
- » Chief Human Resource Officer
- » Chief People Officer

Curriculum

- Introduction to HRM
- Organizational Behavior
- HR Operations
- Employee Engagement
- Job Analysis & Evaluation
- Talent Acquisition
- Payroll Management
- MS Excel for HR
- Hiring Tools
- Communication skills for HR's
- Labour Laws
- Balance Scorecard
- Objective & Key Results (OKR)
- Performance Management & Appraisal
- C&B Indian Payroll
- Statutory Compliance
- Employee Grievances
- Learning and Development
- HRBP
- POSH
- Generative AI for HR
- Basics of HR Analytics
- HR Dashboard & HRMS
- C&B Planning
- Capstone Projects
- Interview Preparation



Program Offered

Beginners L-1	Intermediate L-2	Advance L-3
<p>Certified HR Program</p> <p>Must have skills to get into Human Resource industry for entry level HR Executives / TA Specialist</p> <p>8 Weeks 60Hrs Certifications</p> <p>2 Tools Capstone Project 5 Case studies</p> <p>Online Classroom E - Learning</p> <p>MODULES</p> <ul style="list-style-type: none"> Introduction to HRM Organizational Behavior HR Operations Employee Engagement Job Analysis & Evaluation Talent Acquisition Payroll Management MS EXCEL for HR Hiring Tools HR Dashboard & HRMS Communication skills for HR's Capstone Project Interview Preparation <p>Fee : Rs.25,000/- <small>(Excl of taxes)</small></p>	<p>Certified HR Generalist Program</p> <p>Must have skills to get into Human Resource industry for mid level HR Executives / HR Generalist</p> <p>20 Weeks 150Hrs Certifications</p> <p>2 Tools Capstone Project 12 Case studies</p> <p>Online Classroom E - Learning</p> <p>MODULES (L1) &</p> <ul style="list-style-type: none"> Labour Laws Performance Management & Appraisal Statutory Compliance Employee Grievances Learning and Development C&B Indian Payroll HRBP POSH Generative AI for HR Basics of HR Analytics Objective and Key Results Balance Score Card HRMS Tools <p>Fee : Rs.65,000/- <small>(Excl of taxes)</small></p>	<p>On Job Training (OJT)</p> <p>PGP In Human Resource Management</p> <p>Become a HR Manager or a consultant Setup strategy, analyze results and lead the team</p> <p>26 Weeks 1000+Hrs Certifications</p> <p>2 Tools Capstone Project 15 Case studies</p> <p>Work from Office (Offline)</p> <p>MODULES (L1 + L2) &</p> <p>Benefits :</p> <ul style="list-style-type: none"> Learn From HR's & Work with HR's On The Job Training Mentorship from senior HR Professional Six Months of Experience Letter Feedback and Guidance Payslips for Six Months Real Time Experience Immediate Contribution Industry Relevant Knowledge Increased Marketability Networking Opportunities Skill Development Experience the Corporate Life Resume Enhancement Get PGP Certificate from JAINX Live Simulation Training <p>Fee : Rs.1,50,000/- <small>(Excl of taxes)</small></p>

Program Offered

Level	Beginners (L1)	Intermediate (L2)	Advance (L3)
Placements	Assistance	Assistance	Assurance
Internship	✓	✓	10,000/- Stipend Per Month
Avg Package	2.4-4 Lakhs	4-6 Lakhs	4-10 Lakhs
No Of Certifications	1	1	2
Case Studies	5	12	15
Experience Letter	—	—	✓
No Of Capstone Projects	2	5	Live On-site
Guest Lectures	—	✓	✓
HRMS Tools (Zoho)	Basic	Intermediate	Advance
Dedicated Student Manager	✓	✓	✓
Project Viva	✓	✓	✓
Evaluation & Test	✓	✓	✓
Grading	✓	✓	✓
Resume Guidance	✓	✓	✓
Job Portal Access	✓	✓	✓
LMS Access	✓	✓	✓

Course Curriculum

1. Introduction to HRM

- What is HRM?
- Career as an HR professional
- Qualities of HR professionals
- Future of HR professionals
- Talent Acquisition
- What is Talent Acquisition?
- Workforce Planning/Budget
- Recruitment methods
- Recent Trends in recruitment
- Creation of Job Analysis & Job description
- Sourcing, Selection & Recruitment

2. Organizational Behavior

- What is organizational behaviour?
- Type of culture
- change in management.

3. HR Operations

- Case base learning from Harvard business case

4. Employee Engagement

- Introduction to Employee Engagement
- Need for Employee Engagement
- Employee Engagement Activities
- Recent Trends in Employee Engagement

5. MS Excel for HR

- Data entry integrity and analysis
- Advanced data visualization and reporting
- Interactive data summarization techniques
- Collaboration and data sharing
- Efficiency and advanced excel operations

6. Job Analysis & Evaluation

- Introduction to Job analysis
- Methods of Job analysis
- Sources of data
- Job data segregation
- Job Descriptions and Job Specifications
- Creation of Job Descriptions & Job Specifications
- Methods of Job Evaluation- Ranking Method,
- Classification Method, Factor Comparison
- Implementing job evaluation
- Analyzing and using Job evaluation data
- Legal and ethical considerations
- Job evaluation and organizational strategy
- Sustainability and job Evaluation

7. Talent Acquisition

- What is Talent Acquisition?
- Workforce Planning/Budget
- Recruitment methods
- Recent Trends in recruitment
- Creation of Job Analysis & Job description
- Sourcing, Selection & Recruitment
- Job posting in Job portal
(LinkedIn/Naukri/Monster/Times Job/Indeed)

8. Hiring Tools

- Keyword search mastery for recruiters
- Boolean search techniques
- LinkedIn as a recruitment tool
- Data analytics in hiring
- Compliance and ethical considerations

9. Payroll Management

- Payroll process Introduction
- Salary Components and the Formulas
- The Pay Structure – Basic, HRA, DA & Conveyance, Medical Allowance, Lunch allowance etc.
- ESIC, PF Calculations
- Calculation of Gross, Net Salary & CTC
- Preparation of Break up –Salary, Designing CTC and salary Breakup and discussion on compensation and Benefit.
- Payroll Software Model & working methodologies
- Snap view of important labour laws
PF, ESI Portal, Gratuity, HRA Definition & Calculations, and Account Opening & Remittance Introductions
- Salary sheet Calculations
- Preparation of Salary sheet in Excel

10. Communication Skills for HR

- Brain's role in communication
- Mastery of non-verbal communication
- Active listening and authentic communication
- Enhancing communication proficiency through vocabulary, Questioning and tone

11. Employee Grievances

- What is Disciplinary Action
- Definition of Misconduct/Violation of Code of Conduct
- Preparations of show cause notice/Charge Sheet
- Domestic inquiry
- Terminations
- Provisions

12. C&B Indian Payroll

- PT Slab Process
- TDS (Salaried Employees), TDS for Consultants and contractors etc.
- Slab Process of TDS
- Tax Exemptions under different sections.

13. Labour Laws

- Factories ACT 1948
- Contract Labor Regulations & abolition Act 1970
- Employee's State Insurance (ESIC) Act-1948
- PF Act-1952, Bonus Act-1965
- Shops & Establishment Act
- Minimum Wages Act
- Payment of Bonus Act
- Contract Labour Act
- Maternity Benefit Act
- Payment of Gratuity Act
- Superannuation
- Labour Welfare Fund

14. Objective & Key Results

- Vision, purpose, context, and organizational culture
- Objectives, key Results, initiatives, and dependencies
- Future readiness and performance evaluation challenges
- Best practices and writing skills for diverse organizational functions
- Incorporating OKRs strategically into broader business frameworks

15. Statutory Compliances

- Employee Provident Fund (EPF)
- Employee State Insurance (ESI)
- Profession Tax (PT)
- Income Tax (IT)
- Labour Identification Number (LIN)
- Submission of Monthly / Annual Returns
- MIS Reports

16. Performance Management & Performance Appraisal

- Performance Management System with Goal Setting
- Performance Appraisal
- Different kinds of Appraisal
- Appraisal forms (Managers & Staff)
- Calculation of Appraisal Marks
- Competency Mapping Without weightage & weightage
- KRA & Performance Management Policy Example

17. C&B Planning

- Introduction to C&B planning
- Objectives of compensation planning
- Designing compensation plans
- Factors affecting C&B planning- internal, external, individual
- Salary surveys and emerging trends
- Optimisation of compensation
- Case study – Reduction of compensation turnover
- Strategies for reducing compensation turnover
Point plan method

18. Learning and Development

- Induction, Orientation & Onboarding
- To whom the training is provided
- On what basis training is required?
- Training Need Analysis
- Training Module Design
- Preparation of Training Calendar
- Training Feedback Analysis
- Training Budgeting
- Different Kinds of Training Methods & Recent Trends in Training

19. Basics of HR Analytics

- Overview of Tools involved in decision Making using HR Analytics
- Application of HR Analytics, help in organization's day-to-day work

20. Generative AI for HR

- Introduction to Artificial Intelligence and Generative AI
- Introduction to AI Tools for HR
- Prompt Engineer- ing with LLMS in HR
- IDEA Model in Generative AI for HR Professionals

21. HR Dashboards & HRMS

- HRMS software utilization
- Zoho HRMS fundamentals
- HR processes in HRMS
- Data visualization for HR using MS excel
- HR dashboard creation using MS excel

22. POSH

- POSH Act
- Handling POSH Grievances
- Preventing & Redressing Complaints
- Implementation of POSH in An Organization

23. HRBP

- Understanding the goals, vision & mission of the organization
- Stakeholder Management
- HR Audits
- HR Budegting
- Gap Analysis
- Forecasting Future Requirements

24. Balanced Scorecard

- Building expertise in the balanced scorecard approach
- Perspectives, objectives, and performance measures
- Employee perspectives and psychological aspects of scorecard implementation
- Addressing obstacles in effectively applying balanced scorecards
- Applying best practices to design balanced scorecards for diverse functions
- Holistic incorporation of balanced scorecards into organizational frameworks

25. Interview Preparation

- Resume Building
- Mock Interviews
- Jam/GD Sessions
- Soft Skill Development

26. Capstone Projects

- Key Stakeholder Discussion Template
- Low-Cost Solutions Guide
- Psychometric Assessment
- Conversation Guide
- Project Initiation Guide
- HROS-HR Metrics Glossary
- HR canvas guidebook
- Developing KPI and Target
- Elevator Pitch Template

FAQ'S



DURATION

2.5 Months | 5 Months | 6 Months OJT



ELIGIBILITY

Minimum Graduate to 3 Years of Work Experience (In Any Domain)



CERTIFICATIONS

Digital Nest Certificate & JAINX



ROLES

HR Manager, HR Consultant, HR Business Partner
HR Generalist, Talent Acquisition & HR Operations



AVG PACKAGES

2.4-4 LPA | HR Generalist 4-6 LPA | PGP - 4-10 LPA



PRE REQUISITE

There are no Pre-requisites to Learn
Human Resource Management

About Placements

- Digital Nest has an impeccable track record of Placements & Internships every year with top companies recruiting our students since its establishment.
- We have successfully placed more than 4500+ candidates through our journey, who have opted for various courses offered by Digital Nest.
- We have more than 500+ placement partners & 70+ internship partners with us.
- Our comprehensive curriculum, real time training and the right attitude of our students is what makes Digital Nest the first choice for the recruiters.



Pre - Placement Training (L2 & OJT Student)



Gallery



Hostel Facility

- Outstation students have hostel facility available near the institute premises.
- We have separate hostels & PG's for girls and boys which have 3-meal facility serving numerous cuisines catering to the tastes of students from different parts of India, laundry facility, 24hrs water facility along with hot water, Wifi, TV, power backup, wardrobes, etc.
- The hostels are supervised by wardens and the surroundings are kept clean & hygienic.
- Hostels have single, 2,3 sharing Ac & Non Ac rooms with price ranging from 3k-10k.



Hostel Facility

- Our institution is just 2 minutes walk away from the Hi-Tech, Panjagutta metro station and city bus stop.
- Our Institution is located in Hitech City, which is considered as the IT Hub of Hyderabad. It is a tech township which covers a number of IT park and companies like DLF IT SEZ, Tech Mahindra IT SEZ, L&T infocity, Mindspace IT Park, TCS, Accenture, Capgemini, HCL, etc.
- The locality is most sought after to live due to the presence of modern infrastructure and amenities including shopping complexes, showrooms, housing colonies, banks, health centres, etc.

What Our Trainees Say

After completing the HR Generalist course in Hyderabad, I can honestly say it was the best training I've ever had in this field. The course at Digital Nest exceeded my expectations. It gave me all the skills and knowledge I needed to do well in Human Resources. I highly recommend Digital Nest to anyone who wants excellent training.

-Neha Prasad

I just finished the HR Generalist course at Digital Nest in Hyderabad, and it was amazing! They covered everything about HR in the curriculum, and our trainer was fantastic—really knew their stuff and made learning fun. I highly recommend this course to anyone looking for great HR training in Hyderabad.

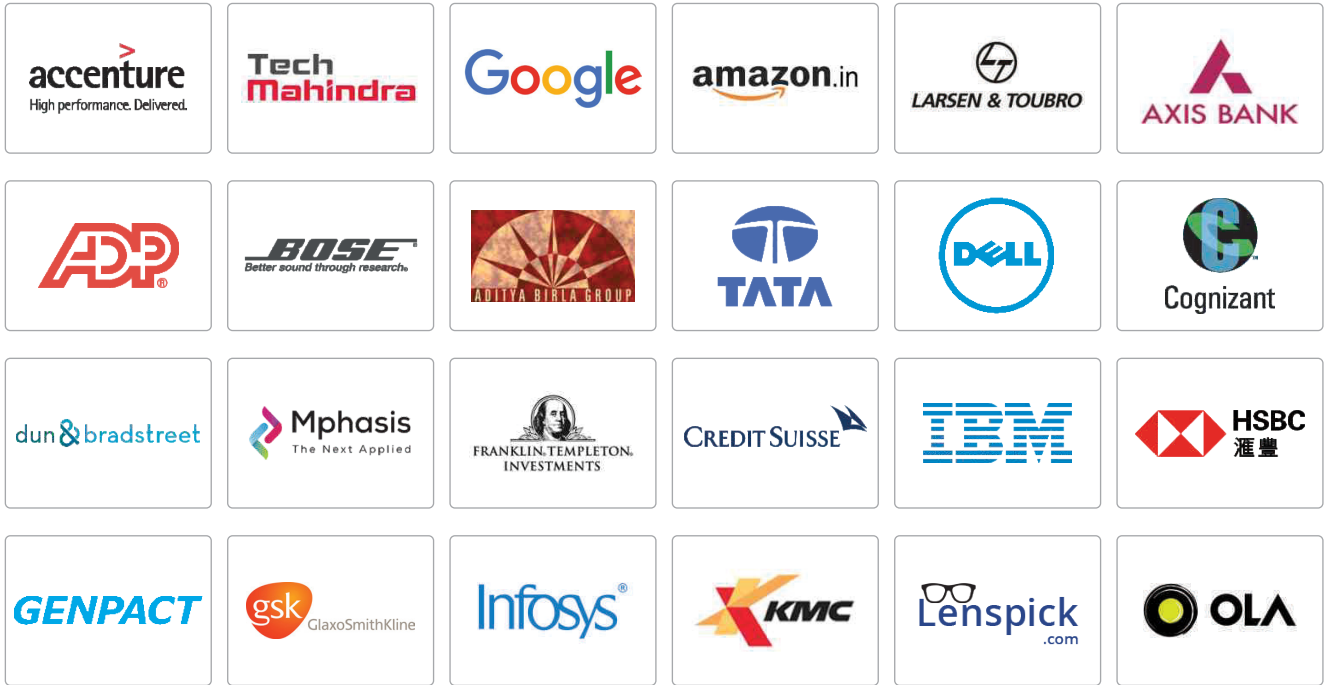
-Kush Wadhwa

I wasn't sure if I should do more studying after getting my MBA from a top school. But joining the HR Generalist course at Digital Nest in Hyderabad was such a great move! The trainer was really good and supportive, which made learning easy. They covered everything from hiring to legal stuff and taxes, so now I feel like I really know my stuff. I totally recommend this training institute, not just because of the great trainers, but also because they give you lots of ways to learn, like recordings, eBooks, and a place to chat with other students. If you're thinking about HR training in Hyderabad, Digital Nest is the place to go!

-Jagadish D

I recently took part in the best HR Generalist course in Hyderabad, offered by Digital Nest. They covered everything important about HR in the course. The trainer really knew their stuff and made the classes fun and interesting. I definitely suggest this training institute because the trainers are great and they give you lots of ways to learn, like recordings, eBooks, and a place to talk to other students. If you want to learn about HR, Digital Nest is the place to go!

-Manisha Chowdury



Our Trainees Hail From



Ready to get incubated in **Human Resource Management** Let's Start

Reach Us:

📍 2nd Floor, Above Karnataka Bank,
Kruthika Layout, Silicon Valley Road,
Opposite Jain's Capital Park,
next to Mirrors Salon, HITEC City,
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