

**Vinod Gupta School of Management
Indian Institute of Technology Kharagpur**
in collaboration with
Ministry of Micro, Small, & Medium Enterprises



Dedicated to the Service of the Nation
राष्ट्रीय सेवार्थ समर्पित

Invites you to

Advanced Management Development Program
On
Human Resource Management

From
Tuesday, the 9th to Saturday, the 13th of January, 2024

at
**Vinod Gupta School of Management
Indian Institute of Technology Kharagpur**

Program Coordinators:

Dr. Aradhna Malik: amalik@iitkgp.ac.in; +91 96471 82743

Prof. Srabanti Mukherjee: srabanti@vgsom.iitkgp.ac.in; +91 94322 98882

Need of Training	Management of human resources is the most important function in any organization. It is essential to achieve a balance between caring for one's employees, helping them work to their maximum potential and achieving the goals of an organization through the work the employees put in. The course will help organizations understand how to balance the needs of their employees with the work their employees put in.
Brief description of the topic	The course deals with various aspects of Human Resource Management and focuses specifically on the need for understanding and implementing a well-structured Human Resource Management system in the MSME sector.
Possible outputs/outcomes of the ESOP programme	At the end of the program participants will be able to: a. Understand the need for a robust HR system in their organizations b. Develop their own strategies for balancing the needs of their organization with the work their employees are able to put in.
Targeted Beneficiaries	Micro, Small & Medium Entrepreneurs at all stages
Name & Contact Details of Coordinator	Dr.. Aradhna Malik amalik@iitkgp.ac.in; +91 96471 82743 Prof. Srabanti Mukherjee srabanti@vgsom.iitkgp.ac.in; +91 94322 98882

Proposed Schedule

Day	Session-1	Session-2	Session-3	Session-4
1	Introduction to HRM: Job Analysis and Design	Human resource Planning / Recruitment	Employee Testing and Selection	Interviewing Candidates
2	Performance Appraisal Process / Types of Performance Appraisal	Performance Evaluation / Performance Feedback	Training Process / Need for Training	Training Methods / General and Specific Training/ Training evaluation
3	Basics of Career Management / Career Planning		Succession Planning/ Career Development	Promotions and Transfers / Employee Commitment
4	Components of Wage Structure / Wage and Salary Administration / Compensation Structure	Compensation Benchmarking / Internal and External Parity / Competency based pay	Competency / Performance based pay / Variable pay / Team or Group base pay	/ Incentives / Managerial Incentives / Fringe Benefits
5	Retirement / Insurance / Flexible benefits	Ethics, Justice and Fair treatment in HR / Collective Bargaining /Employee Safety and Health	Managing Global Human Resources / International HRM	MoMSME Schemes & Policies & Wrap Up