

# HumanManager 4.3 Training

DATE	COURSE	OBJECTIVE	FEES
5 <sup>th</sup> - 7 <sup>th</sup> July, 2010 2 <sup>nd</sup> - 4 <sup>th</sup> August, 2010 6 <sup>th</sup> - 8 <sup>th</sup> September, 2010	Payroll Management	This course is designed to introduce participant to the rich scope of HumanManager Payroll. It presents a detailed analysis of the components of the Payroll module and its interplay with other HumanManager Modules. Participants at the end of this course will be able to create a working model of HumanManager payroll as it relates to your Organization specific requirement.	₹125,400
7 <sup>th</sup> July, 2010 2 <sup>nd</sup> August, 2010 6 <sup>th</sup> September, 2010	Foundation	This course is designed to prepare and empower participants to successfully navigate, update and manage employee's records through HumanManager. Upon completion of this course, participants will be more confident, competent and fully prepared to Manage employee information.	₹46,200
12 <sup>th</sup> - 13 <sup>th</sup> July, 2010	Recruitment Administration	This course is designed to introduce Participants to the rich scope of HumanManager Recruitment Module. It presents a step-by-step analysis of the components of the recruitment processes in HumanManager. We expect that at the end of this course, you will be able to use this tool for creating applicants database, shotlist based on your specific requirement, set up interviews among other recruitment functions.	₹85,800
14 <sup>th</sup> - 15 <sup>th</sup> July, 2010	Performance Management	This course is designed to educate participants on how to drive productivity and growth through the different types of performance management Systems.	₹85,800
16 <sup>th</sup> August, 2010	Leave Administration	This course is designed to introduce Participants to the rich scope of HumanManager Leave Administration Module. It presents an exhaustive analysis of all components of Leave Administration and how it can be used to extensively take care of all your Leave requirements.	₹46,200
25 <sup>th</sup> August, 2010	HumanManager Executive Overview	This course is designed to equip senior managers and executive management staff with the rudimentary of HumanManager. It will expose them to the basic concept of HumanManager and its operation as it relates to relevant organizations.	₹119,500
17 <sup>th</sup> September, 2010	Tax Management System	This course is designed to create unprecedented convenience in the management of your tax system. It is intended to expose participants to the components of tax and how to manage issues like freepay, relief, GEARN etc. we expect that at the end of this course participants will be able to handle all tax related matters.	₹46,200
30 <sup>th</sup> July, 2010 27 <sup>th</sup> August, 2010 24 <sup>th</sup> September, 2010	System Administrator	This course is designed to introduce participant to the internal structure of HumanManager, enabling you to gain a thorough understanding of the hardware requirements for installation and set-up. It will also expose participants to vital security functions in HumanManager.	₹70,200
17 <sup>th</sup> September, 2010	Managerial Function	This workshop is designed to drive the much needed culture change from paper based to an electronic based people management operation in emerging mega corporations. It will expose Managers to the basic concept of HumanManager Self Service, how to reduce turn-around and downtime in people related transactions. It will focus primarily on HumanManager workflow management systems, how to put controls, accountability and tracks on transactions.	₹85,800