

# HumanManager 4.3 Training

DATE	COURSE	OBJECTIVE	FEES
4 <sup>th</sup> – 6 <sup>th</sup> October, 2010 1 <sup>st</sup> – 3 <sup>rd</sup> November, 2010 6 <sup>th</sup> – 8 <sup>th</sup> December, 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
4 <sup>th</sup> October, 2010 1 <sup>st</sup> November, 2010 6 <sup>th</sup> December, 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
8 <sup>th</sup> December,2010	Contributory Pension	This course is designed to introduce participants to the usage of the contributory pension program. It presents a step-by-step analysis of the components of Pension Administration and how it can be used to effectively manage your PFA and PFC issues.	₹ 46,200
8 <sup>th</sup> – 9 <sup>th</sup> November, 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
7 <sup>th</sup> – 8 <sup>th</sup> October, 2010	Training Management	This course is designed to introduce Participants to the rich scope of HumanManager Training Administration Module. It presents a step-by-step analysis of the components of training, and how you can be used to extensively take care of all your training requirements. We expect that at the end of this course, you will be able to manage your training from the moment of initiating to the point of return.	₹ 85,800
11 <sup>th</sup> – 12 <sup>th</sup> October, 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
15 <sup>th</sup> November, 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
8 <sup>th</sup> October, 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
29 <sup>th</sup> October, 2010 26 <sup>th</sup> November, 2010 10 <sup>th</sup> December, 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
22 <sup>nd</sup> October, 2010	HumanManger Auditor	The aim of this course is to enable both Internal and External Auditors understand the workings of HumanManager so as to be able to perform audit functions effectively.	₹ 85,800
19 <sup>th</sup> November, 2010	Employee Self-Service	This course is designed to drive the much needed culture change from paper based to an electronic based people management operation. It will expose employees to the basic concept of HumanManager Self Service, detailing how transactions and requests can be made to their bosses.	₹ 46,200