



**SKILLZYN**<sup>TM</sup>  
**ACADEMY**  
Empowering Skills

**Build Skills**  
**Build Your**  
**Future**



**Skillzyn Academy**  
**Career - Focused Training Programs**

 [www.skillzyn.com](http://www.skillzyn.com)

# Your Pathway to Career Success Starts Here.

Skillzyn Academy is a professional skill-development institute dedicated to bridging the gap between education and industry. We focus on practical, career-oriented training that empowers students to become job-ready in high-demand sectors. Our programs combine expert faculty guidance, hands-on learning, and internship support to help learners build strong career foundations.

## Our Mission

At Skillzyn Academy Private Limited, our mission is to empower students with industry-relevant skills that bridge the gap between education and employment.

## Why Choose Skillzyn?

Industry-oriented training

Practical learning + internships

Expert faculty & real-world projects

Placement assistance

Globally relevant skills



**Programs We Offer**

# **Choose Your Career Track**

- **Healthcare Management & Administration**
- **Diploma in Civil Construction Management**
- **Logistics & Supply Chain Management**
- **Human Resource Management & Industrial Relations**
- **Diploma in Food Safety & Quality Management**
- **QA / QC (Mechanical, Civil, Electrical)**
- **Aviation & Airport Management**
- **Banking & Financial Management**
- **Accounting & Taxation**
- **Fire and Safety**
- **Digital Marketing**
- **NDT Level II**
- **Oil and Gas Operations**
- **Electric Vehicle (EV) Design**
- **Montessori Teacher's Training**



# Human Resource Management & Industrial Relations

## Duration

3 Months | 6 Months

## Qualification

Plus Two & Above

## Certification

(CTDS), Skillzyn

The Human Resource Management (HRM) & Industrial Relations (IR) course provides a comprehensive understanding of managing people and maintaining workplace harmony. It covers key HR functions such as recruitment, training, performance management, compensation, and employee engagement while also exploring industrial relations topics like labor laws, collective bargaining, and dispute resolution.

## Career Opportunities ?

Quality Assurance Office

HR Consultant

Compensation & Benefits Specialist

HR Manager / HR Business Partner

HR Analytics & Technology Specialist

Labor Relations Specialist

Compliance & Legal Advisor



## Benefits of

# Human Resource Management & Industrial Relations

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- **Efficient Recruitment & Retention**  
Helps attract and retain top talent.
- **Employee Development**  
Provides training and career growth opportunities.
- **Performance Management**  
Ensures employees meet organizational goals.
- **Employee Engagement & Satisfaction**  
Enhances motivation and workplace morale.
- **Compliance & Legal Protection**  
Ensures adherence to labor laws and regulations.

## Course Module

- **1. Fundamentals of Human Resource Management**
  - » Concept, scope, and evolution of Human Resource Management
  - » Objectives and importance of HRM in organizations
  - » Core HR functions and responsibilities
  - » Strategic role of HR in achieving organizational goals & competitiveness

## **2. Human Resource Planning & Recruitment**

- » Workforce planning and job analysis
- » Job description and job specification
- » Recruitment sources and methods
- » Selection process and interviewing techniques

## **3. Training, Learning & Development**

- » Training needs analysis
- » Types of training methods
- » Employee skill development
- » Career planning and succession planning

## **4. Performance Management Systems**

- » Performance appraisal concepts
- » Appraisal methods and tools
- » Key Performance Indicators (KPIs)

## **5. Compensation & Benefits Management**

- » Wage and salary administration
- » Incentive plans and bonus structures
- » Employee benefits and statutory welfare
- » Pay equity and compensation strategies

## **6. Employee Engagement & Development**

- » Employee motivation theories
- » Engagement strategies and retention practices
- » Organizational culture and climate
- » Leadership and team building

## **7. Industrial Relations Management**

- » Concept and importance of industrial relations
- » Role of trade unions
- » Collective bargaining process
- » Industrial disputes and grievance handling

## **8. Labor Laws & Compliance**

- » Overview of Indian labor laws
- » Employment contracts and standing orders
- » Wages, working hours, and leave regulations

## **9. Practical Training & Industry Exposure**

- » Case studies in HR and IR
- » Practical HR documentation
- » Industrial visits / live projects
- » Final project and assessment

# Build **Skills** Build Your Future



Start Your  
**Skill Journey Today !**



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