

IS FUTURE CAREER

Professional HR Training & Certification

This eBook is designed for aspiring and experienced HR professionals who want to elevate their careers. Discover how our HR training enhances skills, boosts employability, and prepares you for a successful future in Human Resources.





Content.

This section gives you a complete overview of the chapters covered in this eBook. Whether you're new to HR or looking to upgrade your skills, each chapter addresses key areas of Human Resource Management, from recruitment and compliance to placement and certification. You'll understand what to expect, how it benefits your career, and how ISF Career helps you grow as a professional.

- 1 Introduction to HR Training
- 2 Why Choose ISF?
- 3 Training Features
- 4 Who Can Enroll
- 5 Learning Outcomes
- 6 Placement & Certification
- 7 Success Stories



Introduction.

This section introduces the importance of HR training in today's competitive job market and how it helps professionals build a solid foundation in Human Resource Management.

Great HR training transforms not just careers but organizations.

ISF Team



In today's competitive job market, Human Resources plays a crucial role in driving organizational success. From hiring the right talent to managing performance, compliance, and employee engagement, HR professionals need a strong foundation in both theory and practical tools.

This eBook introduces you to IS Future Career's Professional HR Training program, designed to equip students, professionals, and career switchers with real-world HR knowledge and job-ready skills. Whether you're new to the field or looking to advance your career, this training offers a clear path to becoming a confident and certified HR professional.

Your ebook chapter name.

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3. Your Ebook Section Title.



At IS FUTURE Career, our HR training includes live practical sessions where learners engage with real-time case studies, HR tools, and software simulations. The program is led by experienced faculty with over 10 years of industry expertise, ensuring deep insights and mentorship. You'll gain hands-on training in HRMS tools, including payroll systems, HRIS, and compliance software. Upon successful completion, students receive a government-recognized certification that boosts credibility and job prospects. To support different schedules, we offer flexible batches on both weekdays and weekends for students and working professionals alike.



Training Features

Explore the hands-on, industry-oriented features that make IS Future Career's HR Training unique and career-focused.

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Supporting Paragraph (replace dummy text):

ISF Career's training is crafted to provide practical HR knowledge required in today's workforce. Whether it's mastering recruitment, learning payroll management, or understanding labor laws, our students gain a 360° HR skillset that employers demand.

Graph Suggestion:

Use the chart to show the comparison of employability or confidence levels **before and after training**, or perhaps satisfaction levels across different features (live training, HRMS tools, placement support, etc.).

Learning Outcomes

After completing this HR Training program, learners will gain the knowledge and confidence to take on real-world HR roles across industries.

5. HR Training

Use the checklist boxes to present outcomes. Here's the content for each checkbox



Understand the complete **employee lifecycle**, from onboarding to exit formalities.



Get trained in **HRMS and payroll tools** used by corporates



Gain practical knowledge of **recruitment and selection processes** used in top companies.



Draft and maintain key **HR documents and policies** such as appointment letters, HR manuals, etc.



Learn to process payroll and salary slips and manage statutory deductions like PF, ESI, and TDS.



Conduct **performance appraisal systems** and employee evaluations.



Handle **statutory compliance** confidently, including labor laws and government norms.



Improve your interview handling and soft skills to perform better in HR job interviews. Boost your resume with a Government-recognized certification and placement support. Become job-ready for roles like HR Executive, HR Generalist, and HR Manager.

Your Gateway to a Successful HR Career

Do's

- 1 Attend all **live sessions** and participate in practical assignments.
- 2 Update your **resume** after completing each HR module.
- 3 Use the **HRMS tools and case studies** provided during the training
- 4 Prepare well for **mock interviews** and review trainer feedback.

6. Placement & Certification in your HR Training eBook.

Don'ts Common Mistakes to Avoid

- 1 Don't treat HR as just theory, **practical exposure is key** to cracking interviews
- 2 Don't skip modules on **compliance and payroll**, even if they seem complex.
- 3 Don't underestimate the value of **certification**, it boosts your profile in the job market.
- 4 Don't rely solely on the training, **continue learning and practicing** post-course too.



Img. 01: ISFUTURE CAREER-trained students placed in top companies across India.

Thank you.

Enroll now and unlock a
successful HR career!

