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COUNTRYEDU PRIVATE LIMITED

GSTIN : 06AAJCC6151A1Z3ICIN:U72900HR2021PTC096283

Email : query@countryedu.com,grievances@countryedu.com

1-Month Human Resources (HR) Immersion Internship

Designed by: CountryEdu Private Limited

By CountryEdu Private Limited

(IT Managed Services & EdTech Solutions)

Program Objective :

- Understanding Human Resource Management functions, recruitment processes, and employee lifecycle management
- Developing expertise in talent acquisition, employee engagement, onboarding, and HR operations
- Learning workforce planning, performance management, and organizational development practices
- Building skills in communication, employee relations, and HR documentation
- Understanding labor laws, compliance requirements, and HR analytics fundamentals
- Preparing students for careers in Human Resources, Talent Acquisition, Recruitment, HR Operations, and Employee Relations

Program Structure :

- Duration: 4Weeks (1 Month)
- Mode: Hybrid / Live / Classroom
- Tools Used: MS Excel, Google Workspace, HRMS Software, LinkedIn Recruiter, Job Portals, ATS (Applicant Tracking System)
- Final Outcome: HR Management Project + Internship Certificate

Week 1: HUMAN RESOURCES FUNDAMENTALS

- Introduction to Human Resource Management
- Roles & Responsibilities of HR
- Organizational Structure & Workforce Planning
- HR Policies & Procedures
- Professional Communication Skills
- Employee Lifecycle Management

~ Outcome: Strong foundation in HR functions, organizational processes, and workforce management concepts.

Week 2: RECRUITMENT & TALENT ACQUISITION

- Recruitment Process Overview
- Job Description Creation
- Resume Screening Techniques
- Candidate Sourcing through Job Portals & LinkedIn
- Interview Coordination
- Candidate Relationship Management

~ Outcome: Ability to manage recruitment activities, source candidates, and coordinate hiring processes effectively.

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Week 3: HR OPERATIONS & EMPLOYEE ENGAGEMENT

- Employee Onboarding Process
- Attendance & Leave Management
- HR Documentation & Record Management
- Employee Engagement Activities
- Performance Management Fundamentals
- Employee Relations & Conflict Resolution

~ Outcome: Ability to support HR operations, employee engagement initiatives, and workplace management activities.

Week 4: HR ANALYTICS & PROJECT DEVELOPMENT

- HR Reporting & Documentation
- HR Metrics & KPI Tracking
- Labor Laws & Compliance Basics
- HRMS & ATS Overview
- Industry Best Practices
- Project Development & Presentation

~ Outcome: Ability to analyze HR data, maintain compliance, and contribute to strategic HR decision-making.

LIVE PROJECT & CAREER READINESS

Students work on real-world Human Resources projects such as:

- Recruitment & Hiring Strategy Plan Employee
- Onboarding Framework
- HR Policy Development Project
- Employee Engagement Program
- Performance Evaluation Framework Workforce
- Planning & HR Analytics Report

Project Includes:

- Requirement Analysis
- Recruitment & Talent Acquisition Planning
- Employee Engagement Strategy
- HR Documentation & Reporting
- Performance Analysis
- Final Project Presentation

~ Outcome: Hands-on experience in recruitment, HR operations, employee engagement, performance management, and HR analytics.

From beginner to job-ready – Become an Human Resources (HR) Professional in 1 Month.