

COUNTRYEDU PRIVATE LIMITED

GSTIN : 06AAJCC6151A1Z3 | CIN : U72900HR2021PTC096283

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

2-Months Human Resources (HR) Immersion Internship

Designed by: CountryEdu Private Limited

By CountryEdu Private Limited

(IT Managed Services & EdTech Solutions)

Program Objective :

- Understanding core Human Resource functions, talent acquisition, and workforce management processes
- Developing communication, leadership, employee engagement, and conflict resolution skills
- Learning recruitment strategies, onboarding processes, and performance management frameworks
- Building expertise in HR operations, policy implementation, and employee lifecycle management
- Understanding HR analytics, labor laws, compliance requirements, and organizational behavior
- Preparing students for careers in Human Resources, Talent Acquisition, HR Operations, and People Management

Program Structure :

- Duration: 8 Weeks (2 Months)
- Mode: Hybrid / Live / Classroom
- Tools Used: HRMS Software, LinkedIn Recruiter, MS Excel, Google Workspace, Applicant Tracking Systems (ATS), PowerPoint
- Final Outcome: HR Operations & Talent Management Project + Internship Certificate

MONTH 1 – HUMAN RESOURCE MANAGEMENT FOUNDATION

Week 1: Introduction to Human Resource Management

- Fundamentals of Human Resource Management
- Roles & Responsibilities of HR Professionals
- Organizational Structure & Workplace Culture
- HR Functions & Employee Lifecycle Management
- Professional Communication & Corporate Etiquette

~ Outcome: Strong foundation in HR management principles, workplace culture, and organizational operations.

Week 2: Recruitment & Talent Acquisition

- Recruitment Process & Hiring Frameworks
- Job Description & Job Specification Development
- Resume Screening & Candidate Evaluation
- LinkedIn Recruitment & Talent Sourcing
- Interview Scheduling & Candidate Coordination

~ Outcome: Ability to source, evaluate, and manage candidates throughout the recruitment process.

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Week 3: Interviewing, Selection & Onboarding

- Interview Techniques & Assessment Methods
- Candidate Selection Frameworks
- Behavioral & Competency-Based Interviews
- Employee Onboarding & Orientation Programs
- Offer Letter & Joining Documentation Process

~ Outcome: Ability to conduct structured hiring processes and facilitate effective employee onboarding.

Week 4: Employee Engagement & Workplace Management

- Employee Engagement Strategies
- Team Building & Workplace Collaboration
- Conflict Resolution & Grievance Handling
- Employee Retention Techniques
- Workplace Ethics & Professional Conduct

~ Outcome: Ability to foster a positive work environment and improve employee satisfaction and retention.

MONTH 2 – ADVANCED HR OPERATIONS & PEOPLE MANAGEMENT

Week 5: HR Operations & Workforce Administration

- HR Documentation & Record Management
- Attendance, Leave & Shift Management
- HR Policies & Procedures Development
- Payroll Fundamentals & Compensation Concepts
- HRMS & Workforce Management Systems

~ Outcome: Ability to manage HR operations efficiently and maintain accurate employee records.

Week 6: Performance Management & HR Analytics

- Performance Management Systems
- Employee Appraisal & Feedback Frameworks
- KPI & Goal Setting Methodologies
- HR Reporting & Analytics
- Data-Driven Workforce Decision Making

~ Outcome: Ability to evaluate employee performance and utilize HR analytics for strategic decision-making.

Week 7: Labor Laws, Compliance & Organizational Development

- Employment Laws & Workplace Compliance
- Employee Rights & Employer Responsibilities
- Organizational Development Concepts
- Diversity, Equity & Inclusion Fundamentals
- Risk Management & Workplace Policies

~ Outcome: Ability to ensure HR compliance and contribute to organizational development initiatives.

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Week 8: Leadership, Strategic HR & Best Practices

- Strategic Human Resource Planning
- Leadership Development & Succession Planning
- Change Management Fundamentals
- Stakeholder & Employee Communication
- HR Best Practices & Emerging Trends

~ Outcome: Ability to align HR strategies with business goals and support organizational growth.

LIVE PROJECT & CAREER READINESS

Major Project Development

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

- Recruitment & Talent Acquisition Campaign
- Employee Engagement & Retention Strategy
- HR Policy & Documentation Framework
- Performance Management System Design
- Workforce Planning & HR Analytics Project
- Employee Onboarding & Training Program

Project Includes:

- HR Requirement Analysis
- Recruitment & Workforce Planning
- Employee Engagement Strategy Development
- HR Documentation & Compliance Review
- HR Analytics & Reporting
- Final HR Project Presentation

~ Outcome: Fully functional industry-level HR project demonstrating recruitment, workforce management, employee engagement, and HR operations expertise.

From beginner to job-ready — Become a Human Resources Professional in 2 Months.