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# COUNTRYEDU PRIVATE LIMITED

GSTIN : 06AAJCC6151A1Z3 | CIN : U72900HR2021PTC096283

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

## Human Resources (HR) Immersion Internship

Designed by: CountryEdu Private Limited

### By CountryEdu Private Limited

(IT Managed Services & EdTech Solutions)

#### Program Objective :

To transform students into job-ready Human Resource (HR) professionals capable of:

- Understanding core HR functions, recruitment processes, and employee management workflows
- Developing strong communication, leadership, and organizational skills
- Learning hiring strategies, onboarding processes, and employee engagement techniques
- Gaining hands-on experience in HR operations, documentation, and corporate communication
- Understanding workplace ethics, labor policies, and professional HR practices
- Preparing students for careers in Human Resources, Talent Acquisition, and HR Operations

#### Program Structure :

- Duration: 12 Weeks (3 Months)
- Mode: Hybrid / Live / Classroom
- Tools Used: MS Excel, Google Sheets, LinkedIn, HRMS Tools, PowerPoint, Canva, Communication Platforms
- Learning Model: Practical & Industry-Oriented Learning Model
- Final Outcome: Ability to manage HR operations, recruitment, and employee coordination professionally + Internship Certificate

## MONTH 1 – HR FUNDAMENTALS & RECRUITMENT BASICS

### Week 1: Introduction to Human Resources

- Introduction to Human Resource Management
- Roles & Responsibilities of HR
- Understanding Corporate Work Culture
- HR Policies & Workplace Ethics
- Professional Communication Basics
- Organizational Structure Basics

~ Outcome: Strong foundation in HR functions and workplace professionalism

### Week 2: Communication & Soft Skills

- Verbal & Non-Verbal Communication
- Professional Email Writing
- Public Speaking Basics
- Employee Interaction Skills
- Team Coordination
- Confidence & Personality Development

~ Outcome: Ability to communicate professionally with employees and management teams

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## Week 3: Recruitment & Talent Acquisition

- Recruitment Process Basics
- Job Description Creation
- Resume Screening Techniques
- Interview Scheduling
- LinkedIn Recruitment Basics
- Candidate Communication Skills

~ Outcome: Ability to manage recruitment and candidate coordination professionally

## Week 4: Interviewing & Hiring Process

- Interview Process Management
- HR Interview Techniques
- Candidate Evaluation Basics
- Hiring Documentation
- Offer Letter & Joining Process
- Employee Onboarding Workflow

~ Outcome: Ability to handle recruitment and onboarding processes effectively

## MONTH 2 – ADVANCED HR OPERATIONS & MANAGEMENT

### Week 5: Employee Engagement & HR Operations

- Employee Engagement Activities
- Workplace Motivation Techniques
- Attendance & Leave Management
- HR Operations Workflow
- Conflict Resolution Basics
- Team Building Activities

~ Outcome: Ability to manage employee engagement and HR operations professionally

### Week 6: HR Documentation & Data Management

- HR Documentation Basics
- Employee Record Management
- Excel & Spreadsheet Management
- HR Reporting Basics
- Payroll Introduction
- HRMS Tools Overview

~ Outcome: Ability to maintain HR records and documentation efficiently

### Week 7: Corporate HR Practices

- Performance Management Basics
- Employee Feedback Systems
- Workplace Policies & Compliance
- Professional Ethics in HR
- Time Management
- Decision-Making Skills

~ Outcome: Ability to understand and manage corporate HR workflows professionally

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## Week 8: Leadership & Professional Development

- Leadership Skills for HR
- Corporate Presentation Skills
- Professional Networking
- Problem Solving & Communication
- Workplace Etiquette
- HR Career Development Guidance

~ Outcome: Ability to handle professional HR responsibilities confidently

## MONTH 3 – LIVE PROJECT & CAREER READINESS

## Week 9–10: HR Project Development

Students work on real-world HR Projects such as:

- Recruitment Drive Planning
- Employee Engagement Campaign
- HR Policy Documentation
- Resume Screening Project
- Interview Coordination Workflow
- Organizational Communication Activity

Project Includes:

- Requirement Analysis
- Recruitment Planning
- Employee Coordination
- Documentation & Reporting
- Final Project Presentation

~ Outcome: Ability to handle real-world HR tasks and operations professionally

## Week 11: Corporate Workflow & Portfolio Development

- HR Workflow Management
- HR Reporting & Documentation
- LinkedIn Profile Optimization
- Resume Building Techniques
- Professional Email Communication
- Team Coordination Activities

~ Outcome: Ability to professionally manage HR operations and communication workflows

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## Week 12: Interview & Career Preparation

- HR Interview Preparation
- Resume & LinkedIn Optimization
- Mock Interviews
- Personality Development
- Corporate Communication Training
- Career Pathways (HR Executive, Talent Acquisition Associate, HR Coordinator, HR Operations Executive)

~ Outcome: Placement-ready HR professional with practical corporate exposure

## Key Skills Developed

- Recruitment & Hiring
- Professional Communication
- Employee Coordination
- HR Documentation
- Talent Acquisition
- HR Operations Management
- Leadership & Team Management
- Corporate Workflow Understanding

## Target Roles After Completion

- HR Executive
- Talent Acquisition Associate
- HR Coordinator
- HR Operations Executive
- Recruitment Associate
- Employee Engagement Executive

## Why This Program is Industry-Ready

- ✓ 100% Practical & Industry-Oriented Learning
- ✓ Real-world HR & Recruitment Exposure
- ✓ Corporate Communication Training
- ✓ Employee Management Understanding
- ✓ Portfolio & Career Preparation Included

**From Beginner to Professional — Become an HR Professional Expert in 3 Months.**