

Sri Lalitha Academy

Practical HR Training Course

Join our community of learners and take the first step towards a successful career in Human Resources.

CURRICULUM BROCHURE

For More Information:

Instagram - [srilalitha.academy](https://www.instagram.com/srilalitha.academy)

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★ ABOUT THE SRI LALITHA ACADEMY

Sri Lalitha Academy offers Structured, Flexible & Guided Learning 'Practical HR Program' for Working Professionals, Non-Working Graduates, who wants to upskill and start career and grow into HR with Average package of 8LPA to 16LPA (Based on exp)

We offer a comprehensive and adaptable learning experience for Working professionals, Non-Working Graduates aiming to accelerate their careers regardless of experience and skill level! You don't need to have any experience in HR to start this course as we start from the scratch.

- ✓ **Expert-Curated Curriculum** – Covers key industry topics with real-world case studies.
- ✓ **Career Support & Job Assistance** – Participate in mock interviews, and receive career planning guidance.
- ✓ **1 on 1 Mentorship** – Get maximum from Core industry experts and utilise their advice.
- ✓ **Unlimited Live Mock Interviews** – Designed to Negate the anxiety and fear of interviews and give the best in Interviews.
- ✓ **Growth In Career** – Your career growth will be sky-rocketed, we guide and support till you placed in a good MNC with an Avg 8LPA*
- ✓ **Supportive Peer Network** – Collaborate on projects, exchange job referrals, and receive interview guidance.
- ✓ **Live Interactive Classes** – Designed to fit into a working professional's schedule.
- ✓ **Learn Without Compromise** – A flexible program that fits even the busiest schedules.
- ✓ **Lifetime Access to Recorded Lectures** – Revisit sessions anytime, anywhere.
- ✓ **Seamless Batch Switching & Pausing** – Continue learning at your own pace at your convenience.

Upskill, Network & Secure Your Dream HR Role with Sri Lalitha Academy!

Why Choose Sri Lalitha Academy?

- ★ **Expert Guidance:** Learn directly from HR industry expert working at top US-based product companies.
- ★ **1-1 Mentorship:** Our experts personalized Guidance and SWOT analysis helps you to crack the interview.
- ★ **Placement Support:** Comprehensive assistance to help you secure your dream HR job, including resume building, mock interviews, and job referrals.
- ★ **Job-Oriented Training:** Most of our learners secure HR roles within 3 months of completing the course*.
- ★ **Exceptional Career Growth:** Learners have achieved industry-leading salary hikes ranging from 80% to 100% upon transitioning*.
- ★ **Personalized Mentorship:** Tailored guidance to help you navigate challenges and achieve your career goals.
- ★ **Limited Batch:** We want to give personalized guidance to our student, that only possible with limited number of students thus we have taken this decision to give utmost care to Fastrack our students career.

✦ ABOUT THE COURSE

Our 'Practical HR Program' is designed to provide a comprehensive and real time experience, making you job-ready in just **1 Month – 20 Sessions, each session will be 1 hour.**

Here's what makes this course unique:

- ★ **Hands-On Learning:** Focus on real-world HR scenarios through live discussions, activities, and Mock Interviews etc..
- ★ **Practical Approach:** We Go beyond theory and processes with practical applications.
- ★ **1 on 1 Mentorship:** Personalized guidance from industry experts to help you master HR skills. Career roadmap & interview strategies tailored to your experience level. Real-time problem-solving sessions to tackle HR challenges with expert insights.
- ★ **Interview and Job Readiness:** Learn how to confidently apply your knowledge in interviews to secure your dream HR role.
- ★ **Interactive and doubt clearing Sessions:** Engage in dynamic, interactive sessions that make learning enjoyable and effective

- ★ **Tailored for All:** Whether you're a Working professional, Non-working graduated, changing career into HR, or returning after a gap, this course is designed to meet your needs to get started in a MNC.

✦ WHO IS THIS COURSE FOR? ELEGIBILITY?

We designed this course to help serious Job seekers, Graduated but not working, working professionals, freshers who are looking to begin their career in HR Function.

Best suitable for-

- ★ **Graduates (Any stream and Any Year Passed out)**
- ★ **Post Graduates (Any stream and Any Year Passed out)**
- ★ **Working Professionals who wants to switch into HR Function**
- ★ **Grads/Post Grads with a career gap**

✦ REQUIREMENTS:

- ★ *Have basic to moderate communication skills.*
- ★ *Are passionate about building a career in Human Resources.*
- ★ *Want to become job-ready and ace HR interviews within 1-2 Months.*
- ★ *Who wants to get into Non-Technical job.*
- ★ *Individuals who want to switch into HR.*

✦ WHAT IS THE USP OF THIS COURSE?

- ★ *No Coding skills Required & Easy To Learn*
- ★ *Job-oriented course structure*
- ★ *1 on 1 Mentorship & doubt clearing session*
- ★ *Unlimited Live Mock interviews*
- ★ *We Prioritize Interview Readiness*
- ★ *We Guide In Job Hunt.*
- ★ *We Provide 100% Job placement support till you get placed.*

✦ AFTER THIS COURSE YOU WILL

- ★ *Able To Crack Job Interviews With Good Package In MNCs (5LPA-16+LPA Based On Exp)*
- ★ *Able To Explain With Real-Life Examples& Real Time Scenarios In Your Interviews*
- ★ *Able To Learn From Core HR Industry Expert*
- ★ *Able To Face Interviews Confidently.*
- ★ *Able To Move Into The HR Job With Handsome Package.*

✦ WHAT TOOLS WILL YOU LEARN?

- ★ **SAP SuccessFactors** ERP
- ★ **ServiceNow** ticketing tool

WHAT OUR STUDENTS HAVE TO SAY

1. *"Before joining this course, I struggled to break into HR. The structured modules on Talent Acquisition and HR Operations gave me hands-on knowledge and real-world scenarios. With expert mentorship and practical learning, I gained the confidence to crack my interviews. Trainer Naveen is approachable, Answers each doubt. Today, I'm proud to say I have secured an HR role at Deloitte. all thanks to this course! Highly recommended for anyone serious about an HR career."*

Shreya Chowdary (HR Associate)

Deloitte

2. *"From zero HR knowledge to a job at Wipro—this course made it possible with hands-on training and expert mentorship! Trainer is very patient and answers each question doubt."*

Sneha Bhogineni (HR consultant)

Wipro

3. *"This course was a game-changer for me! Trainer Naveen Really explained the concepts. The in-depth training on Talent Acquisition and HR Operations helped me gain real-world HR skills. The mentorship and job-ready guidance gave me the confidence to excel in interviews. I'm thrilled to have landed an HR role at TCS, and I owe it all to this amazing program!"*

Nandini Alapati (HR Associate)

TCS

4. *"The personalized coaching and placement support were game-changers. I secured a good HR role at Accenture!"*

Kalyan Reddy (TA Specialist)

Accenture

5. *"Practical learning and mock interviews gave me the confidence to crack my HR interview at Infosys."*

Sagar Gattula (HR Representative)

Infosys

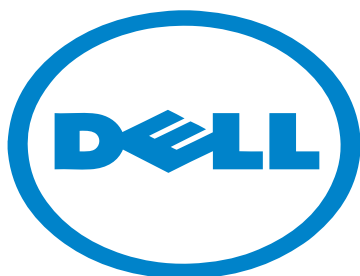
OUR STUDENTS PLACED IN



servicenow

Infosys

Deloitte.



Tech
Mahindra



WELLS
FARGO

WHO WILL BE YOUR MENTOR ?

Meet Your Trainer and Mentor – **Mr. Naveen**.

He is an MBA Finance Postgraduate who started career into the HR field, proving that Any stream graduates can become HR and excel in their career and it is possible with the right skills and mindset. He currently works as a Senior HR – Operations in a leading product-based US company and brings 5+ years of extensive HR experience to the table.

His Experience & Background-

- ✓ Former Accenture HR Professional – Gained deep insights into global HR processes.
- ✓ Currently Working in Product- based company.
- ✓ Expertise in HR Operations, Talent Management, and Recruitment for product-based companies.
- ✓ Strong Hands on HR analytics, policies.

How He Benefits You as a Mentor:

- ✓ Real-World Practical HR Insights – Learn from his hands-on experience in product-based companies.
- ✓ Guidance for Career Transitions – Perfect for those switching into HR from other fields.
- ✓ Resume & Interview Preparation – Get expert feedback to land top HR roles.
- ✓ Networking Opportunities – Connect with HR professionals from top firms.
- ✓ Industry-Specific Training – Learn HR strategies that are actually applied in leading companies.

With Mr. Naveen as your mentor, you'll gain practical knowledge, career guidance, and the confidence to secure top HR roles!

WHAT MODULES WILL YOU LEARN

★ Talent Acquisition / Recruitment:

- ✓ Understanding the end-to-end hiring process – sourcing, screening, selection, and onboarding.
- ✓ Using LinkedIn, Boolean Search, and ATS tools to find and attract top talent.
- ✓ Conducting structured interviews & behavioral assessments for better hiring decisions.

★ Employee Data Management:

- ✓ Understanding What is EDM, role, flow, Real-time scenarios - Process Flow
- ✓ Real-time process flows of Terminations, Personal information change, job change, etc
- ✓ Proxy management and uses; cost center change, business title changes etc
- ✓ Attendance management; process flow
- ✓ Real-time Leave and Policies

★ Attendance management:

- ✓ Understanding the end-to-end Attendance management and Policies; scenarios
- ✓ Real-time process flows of attendance, corrections, rescind, reject, approvals.

★ Leave and Policies:

- ✓ Understanding the end-to-end Leave and Policies; scenarios
- ✓ Real-time process flows of Absence, types, corrections, rescind, reject, approvals.

★ Mock Interviews:

- ✓ Conducting HR interview rounds for real-world hiring scenarios.
- ✓ Practicing common & advanced interview questions for HR roles.
- ✓ Receiving personalized feedback & performance improvement tips from industry experts.

★ **Resume Preparation:**

- ✓ Tailor-cut to get calls from MNCs
- ✓ Best class Interview material to get hired quickly.
- ✓ ATS Friendly CV to get maximum calls

★ **1-1 Mentorship:**

- ✓ Our experts give 1-1 Mentorship to advices for the betterment of your career
- ✓ Expert guidance helps to understand the process and steps to take
- ✓ Expert assistance pave way for advancement in the career growth.

JOB - READY: PRACTICAL HR TRAINING PROGRAM SYLLUBUS

Sri Lalitha Academy - HR Training Services			
Job - Ready: Real Time HR Training Course Syllabus			
S.No	Topic	Days	Details
1	Core Concepts, Real-Time Processes, Shared Services, , TA, EDM	2	Overview: Day 1 and 2 - Career in HR; TA , EDM, Growth; Designations, Salary, Work life balance
2	Tools: SAP SuccessFactors and ServiceNow	2	Day 3: Overview of ServiceNow: What you do? Navigation, features, tasks Day 4: Overview of succesfactors: What you do? Navigation, features, tasks
3	TA- Talent Acquisition	5	Day 5: Introduction to Talent Acquisition & Industry Trends & Process Flow Day 6: Sourcing Strategies & Tools- Realtime Examples Day 7: Screening & Shortlisting Candidates Day 8: Scheduling, interview co-ordination Day 9: Candidate/ Prospect management, , Negotiation, Offer management
4	Employee Data Management	5	Day 10: What is EDM, role, flow, Real-time scenarios - Process Flow Day 11- Real-time process flows of Terminations, Personal information change, job Day 12- Proxy management and uses, cost center change, business title change Day 13- Attendance management ; process flow Day -14 Leave and Policies
5	Q & A	1	Day 15: Doubt clearing session..
6	Resume Preparation (Freshers & Experienced)	2	Day 16 & 17: CV Prep, Sample Resumes , CV Format (Fresher & Exp)
7	Interview Preparation; Mock Interviews; Real-Time Scenarios based	3	Day 18: Holistic approach, Interview Prep; What you can expect, Structure and utili Day 19: Mock Interview -1(Focus Area - TA & HR Ops) Day 20: Mock Interview - 4 (Focus Area - Holistic)
4 week FasTrack Course: Job and Interview Ready Program		20	

FREQUENTLY ASKED QUESTIONS

1. WHAT IS SRILALITHA ACADEMY?

Sri Lalitha Academy offers Structured, Flexible & Guided Learning for Graduates but not working, Professionals & Freshers who wants to get into HR!

At Sri Lalitha Academy, we offer a comprehensive and adaptable learning experience for 'Graduated but not working' folks, working professionals and freshers aiming to accelerate their careers regardless of experience level!

- ✓ Expert-Curated Curriculum – Covers key industry topics with real-world case studies.
- ✓ Live Interactive Classes – Designed to fit into a working professional's schedule.
- ✓ Quick Doubt Resolution – Get instant support.
- ✓ Supportive Peer Network – Collaborate on projects, exchange job referrals, and receive interview guidance.
- ✓ Learn Without Compromise – A flexible program that fits even the busiest schedules.
- ✓ Lifetime Access to Recorded Lectures – Revisit sessions anytime, anywhere.
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Best suitable for-

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- Post Graduates (Any stream and Any Year Passed out)
- Working Professionals who wants to switch into HR Function
- Students

3. WHEN ARE THE LIVE CLASSES HELD?

We start a fresh batch every Month 3rd week.

4. WHAT IF I MISS A LIVE LECTURE?

All live sessions are recorded and you will have access to the recordings after the session is completed.

5. WHO WILL BE MY TRAINER AND MENTOR AND WHAT WILL BE THE PROFILE AND BENEFITS?

Meet Your Trainer and Mentor – Mr. Naveen.

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His Experience & Background

- ✓ Former Accenture HR Professional – Gained deep insights into global HR processes.
- ✓ Expertise in HR Operations, Talent Management, and Recruitment for product-based companies.
- ✓ Strong knowledge of HR analytics, policies.

How He Benefits You as a Mentor:

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6. HOW WILL MY DOUBTS SOLVED

Our team is dedicated 24x7 to solve your doubts. These doubts could be related to the class content or the assignments.

7. WHY COURSE DURATION IS 1 MONTH AND WHATS THE PURPOSE OF THE COURSE? ARE THERE ANY OTHER COURSES AS WELL?

- ★ Our 4-week intensive HR course is designed to make you job-ready within a month, so you can focus more on your job search and interviews without unnecessary delays.

- Fast-Track Your Career – Learn industry-relevant HR skills in just 4 weeks.
 - Practical & Job-Oriented – Gain real-world knowledge to excel in HR roles.
 - Focus on Landing a Job – Spend less time studying and more time applying!
 - Are There Other Courses Available?
- ★ Not yet! But stay tuned—we'll be launching more career-changing programs very soon!

8. AFTER COURSE WHAT WILL BE THE SUPPORT?

- ★ Post-Course Support at Sri Lalitha Academy:
- ★ Even after completing your course, we continue to support you in your career journey with:
 - ✓ Lifetime Access to Course Materials – Revisit recorded lectures and resources anytime.
 - ✓ Ongoing Placement Assistance – Get updates on job openings, referrals, and recruiter connections.
 - ✓ Mock Interviews & Resume Reviews – Continue refining your resume and interview skills with expert feedback.
 - ✓ Exclusive Alumni Community – Network with past students, share opportunities, and stay updated on industry trends.
 - ✓ Mentorship & Career Guidance – Receive continued career advice, salary negotiation tips, and job application strategies.
 - ✓ Company-Specific Preparation – Get insights and guidance for upcoming interviews in top product-based companies.
- ★ Your success doesn't end with the course—Sri Lalitha Academy stays with you every step of the way!

8. WILL THERE BE MOCK INTERVIEWS?

Yes! At Sri Lalitha Academy, we help you overcome pre-interview jitters with expert-led mock interviews designed to:

- Boost Confidence – Practice real interview scenarios.

- Sharpen Your Skills – Get expert feedback.
- Be Industry-Ready – Ace HR & technical rounds with ease.
- Walk into every interview fully prepared to land your dream job!

9. WHERE COURSES ARE HELD?

Our HR course is conducted 100% online via Google Meet, ensuring a seamless and interactive learning experience from the comfort of your home.

- ✅ Live Sessions – Learn directly from industry experts.
- ✅ Interactive Q&A – Get instant doubt resolution.
- ✅ Real-Time Discussions – Engage in case studies & group activities.
- ✅ Recorded Sessions – Revisit lectures anytime for better understanding.

Join from anywhere and kickstart your HR career with ease!

10. WHAT IS THE SUCCESS RATE OF THE SRI LALITHA ACADEMY?

At Sri Lalitha Academy: We are empowering Careers with Proven Success!

We take pride in our 89% success rate among students who have completed our program, with many securing roles in top MNC companies!

- Highest Package Secured: ₹12 LPA.
- Dedicated Placement Assistance & Networking Opportunities.

- Real-World Training to Make You Job-Ready.

While we don't guarantee placements, we equip you with the skills, mentorship, and industry connections to help you land your dream job

11. WHAT IS THE ROLE OF SRI LALITHA ACADEMY IN JOB PLACEMENT?

- ★ At Sri Lalitha Academy, we don't provide jobs—we empower you to land one by yourself!

- ✓ Industry-Aligned Training – Master the skills top company's demand.
- ✓ Dedicated Placement Assistance – Resume building, interview prep & job search strategies.
- ✓ Exclusive Hiring Opportunities – Connect with recruiters & access top job openings.
- ✓ 1-on-1 Mentorship – Get personalized career guidance to stand out in the hiring process.
- ★ With the right resources, expert support, and a thriving network, you'll be fully equipped to secure your dream job!

12. WHAT IS THE SALARY AFTER SRI LALITHA ACADEMY'S COURSE?

- ★ It depends on an individual's skills, experience, and background. The highest package
- ★ for a Sri alitha's graduate is ₹16 LPA with an average salary of ₹8 LPA.
- ★ We guarantee Job assistance, we ensure you have everything needed to land your dream role!
- ✓ Dedicated Placement Assistance
- ✓ Exclusive Hiring Opportunities
- ✓ Industry-Ready Training & Mentorship
- ★ With the right skills and our expert guidance, success is within your reach!

13. WHAT ARE THE SRI LALITHA ACADEMY'S COURSE FEES?

Practical HR training course fee is ~~25,000/-~~ 35,000/-.

14. CAN I REFER MY FRIEND? IS THERE ANY REFERRAL PAYMENT?

Yes, Absolutely!

– Join your Friend & Save Together!

Get ₹5,000 OFF for both you and your friend, enroll together and save 10,000/-

– Limited-Time Offer – Don't miss out on this exclusive discount!

15. CAN I PAY IN EMIS?

Yes, You can Pay Minimum 10,000/- as Joining Fee and the rest of the amount you can pay by the end of the course completion.

16. DOES SRI LALITHA ACADEMY REFUND MONEY?

Certainly! If you choose to withdraw from our program within the initial Week, Sri Lalitha Academy offers a full refund. This 1-week trial period allows you to experience the course, and if you're not entirely satisfied, we will refund your payment in full.

However, please note that after these 7 days window, course cancellation is not possible.
