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## **Kaizen Training Academy, Secunderabad**

[A division of KAIZEN SRA Technologies Pvt Ltd, Hyd]

**HR Lab – An industry-mapped training program on recruitment & HRD**

### **What is HR Lab?**

HR Lab is India's first finishing school focused on HRD careers.

### **Why I should I join this course?**

Your education is incomplete. Almost all degrees do not match the industry needs. This course helps you become employable. If you are keen on a HR career, this is it. This acts as a bridge between you and the desired job

### **I have completed my MBA. Why do I need this course?**

MBA is a nice degree to have. However it is not specific and does not make you an expert in anything. Use your natural talent, MBA and much more through HR Lab. This course is directly relevant to industry needs and has "zero theory, full practical" approach. Syllabus is mapped to industry needs. MBA syllabus is changed once in 2-3 years and cannot deliver industry-ready, immediately employable persons

### **Duration of HR Lab course**

12-weeks including on-the-job experience of 2 months in recruitment.

### **What are the contents of this course?**

- Complete recruitment practice and interviewing skills
- Industry mapped skills
- Communications and personal grooming
- Training [train-the-trainer]
- Technology applications in HRD
- Career counseling, general counseling
- Ability to position your company as the best employer

### **Will I get a HR job after this course?**

Yes. You will get a meaningful job that matches your aspirations and long term career goal. Kaizen shall extend full assistance in placing you in relevant organizations. Kaizen will offer complete guidance and career counseling. You need to be open minded in accepting diverse industries and start-ups

## **I have few years of experience in sales /marketing / IT/ BPO. Can I use this course to step into a HR career?**

Why not? You are the right fit for a HR career. Anyone having functional knowledge, good work experience can be re-trained for HR. Recruitment and other activities in HR are number driven like sales. HR jobs are very challenging and not to be assumed as easy desk-jobs.

### **What are the focus areas of this course?**

Attitude : Building long term commitment towards what you enjoy

Skills : Needed for current jobs and that make you a leader for life

Knowledge: Domain expertise, technology and recruitment

Employability: Accept the industry needs and repair the ill-effects of a regular education system on you. Learn and un-learn.

Culture: Define and sustain company culture

### **Who are the people behind this course?**

KAIZEN Technologies is a 20-million dollar company. Kaizen is into projects, staffing, RPO, management training and product development. Kaizen is 13 years into this business and brings global best practices. Kaizen works with 15 large well known IT / non – IT companies in India. Kaizen will refer your names for immediate recruitment at these companies. Kaizen is having a professional, dedicated placement team

### **What recognitions does this course have?**

Industry recognition - the most essential and most-needed. Several universities like ICFAI, Mysore University are already working with Kaizen. CII and indo-US Business council is expected to extend support. This is an industry-approved skill building course and not a diploma or degree. We are not an educational institution or private university

### **Companies that are interested in hiring trainees of HR Labs**

Leading names like WIPRO, UBS, Deloitte, HDFC Bank etc. IT, Telecom, FMCG, Insurance industries will be keen to recruit you immediately. Kaizen will support you through its nation wide contacts and customers

### **Salaries and benefits in HR careers**

- There is a serious shortage of good HR talent today in all sectors, industries and cities.
- HR careers offer immense job satisfaction, power and advancement
- Compensation will be a major value add for your career
- Become an entrepreneur

### **What is the methodology used in this training program?**

- Team work and group exercises
- Simulation of an actual HR dept with live interviews, client interactions
- Outbound exercises to gather first hand knowledge
- Lectures, quizzes, cases studies
- Industry interaction and benchmarking

## **Hands-on experience on recruitment for 8 weeks**

You get to work on real life situations in recruitment, HR- general areas and gain valuable experience. You can generate revenue and keep a portion of it as your reward. You will work on actual, live requirements and with experienced recruiters / managers / clients. Nothing theoretical. Full practical

## **Infrastructure at Kaizen HR Lab**

Kaizen has a well furnished office of 3000 sq. ft. at a very quiet and up market location in West Mareddpally, Secunderabad. We have all the amenities like a PC lab, internet, projecto, VOIP lines, servers, databases access, commercial job portals etc. We also have a full fledged team that works on recruitment. This team shall help you understand the job market.

## **Grooming and counseling**

- Special emphasis on career counseling and train to be come a counselor
- Personal grooming, etiquette and lifestyle
- Ability to understand the requirements, challenges of other functions like sales / programming / marketing / accounts etc
- Develop individual taste in dressing, reading, social behavior etc

## **Selection procedure**

We will conduct a simple written test on English and basic school arithmetic. This will be followed by a personal interview. We will focus on persons who have the right attitude for a HR career. Applicants must know basic English language and MS Office.

## **I am from a small town, hence lacking exposure. Can I get a makeover through this course?**

Yes.Sure.Industryneedstalentfromtier-2andtier-3citiesastheydisplaygreater commitment towards the job. You will be groomed adequately to meet the international norms of behavior and skills.

## **Is this a full-time course?**

Yes. This is a full-time course. The delivery methodology is based on live, actual team work. This is to set right the mistakes of the regular education system. This has to be accepted as a full time and serious activity. This is not a certificate course that simply sits on your CV

## **I am not good in spoken English. I want to join this program and improve my skills. Is this the right approach?**

This program needs basic confidence and English language skills. We cannot start from the scratch. We can refer you to specific institutions to correct your language and then join the course.

## **Fee structure**

Rs. 15,000/- payable in two installments. Payment can be made through cash, on-line bank transfer, DD or credit card mode

## **Can my current employer sponsor this course for me?**

Yes. You will have to get a mandate form completed by your employer

### **Can I learn specifically international recruitment practices?**

**Kaizen** is into US staffing and international recruitments in countries like UK, Muscat, Bahrain. We can provide you basic understanding and exposure in this realm

### **What are the probable career options for me after I complete this course?**

- Recruitment, International recruitment
- HR generalist
- Trainer, training coordinator
- Executive Assistant to MD / CEO
- Employee relationship
- Managing recruitment vendors and drives
- Entrepreneurship with the help of Kaizen

### **What processes will be taught in this course**

This course looks at the complete HR and recruitment process. It will include understanding a job description [JD], writing a JD, assessing candidates, grooming candidates for interviews, feedback management, selling a job to candidates, joining formalities, handholding the interested person, closing recruitment deals with new companies etc

### **Are the above processes not taught in MBA or any other course?**

NO. These processes are supposed to be picked by any recruiter / HR exec on the job. Formal training does not exist in many companies. People with good grasping power will learn and succeed in such situations. Learning these skills takes sometimes 12-24 months on the job

### **What research has gone into making of this course?**

Kaizen has spoken personally to many potential employers and companies. It has mapped several universities syllabus. We have conducted initial test runs in few MBA colleges in August / Sept 2007. Data from this was analyzed and then the course curriculum drafted. Students have given whole hearted approval and liked our approach. Potential employers are waiting to hire you based upon the test data