



Certificate in Time Management for HR

Vskills Certifications

Vskills Brochure



Certificate in Time Management for HR

Time management for HR involves the strategic planning, organization, and supervision of time-related aspects within an organization. It encompasses managing employee attendance, optimizing work schedules, ensuring compliance with labor laws, utilizing time-tracking tools, and fostering a productive work environment.

Note: Please note that only assessment is provided and no learning resources will be provided.

Why should one take Certificate in Time Management for HR?

Efficient time management helps in optimizing workflows, reducing wasted time, and increasing overall productivity. Proper time management minimizes labor costs, prevents unnecessary overtime, and ensures efficient resource utilization.

Effective time management contributes to a balanced work-life schedule, leading to improved employee satisfaction and reduced burnout.

Who will benefit from taking Certificate in Time Management for HR?

HR Professionals, HR managers, officers, or administrators, Team Leaders/Supervisors and Business Owners/Managers will benefit immensely by opting for Vskills Certificate in Time Management for HR.

Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

Fee Structure

Rs. 1,999/- (Excludes taxes)*

* Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

Companies that hire Vskills Certificate in Time Management for HR Professionals

Various companies and organizations across industries value HR professionals with expertise in time management. These include corporate enterprises, small and medium enterprises (SMEs) and consulting firms. MNCs hire Time Management for HR professionals for human resources related tasks. Companies employing Time Management for HR professionals include Google, TCS, Accenture, IBM, Tech Mahindra, GE, Amex, Deloitte, Wipro, TCS, etc.

Table of Contents

1. Time Tracking and Recording

- 1.1 Methods of Time Tracking
- 1.2 Accuracy in Time Recording
- 1.3 Technology in Time Tracking

2. Attendance Management

- 2.1 Attendance Policies and Procedures
- 2.2 Shift Management
- 2.3 Leave Management

3. Workload Planning and Resource Allocation

- 3.1 Workforce Planning
- 3.2 Task Prioritization and Allocation

4. Time Optimization Strategies

- 4.1 Prioritizing Tasks and Responsibilities
- 4.2 Time Blocking and Time Chunking

5. Performance and Productivity Management

- 5.1 Performance Metrics and KPIs
- 5.2 Identifying Time Wasters

6. Compliance and Legal Aspects

- 6.1 Labor Laws and Regulations
- 6.2 Record Keeping and Documentation

7. Communication and Conflict Resolution

- 7.1 Communication Strategies
- 7.2 Conflict Resolution in Time-Related Matters

8. Continuous Improvement and Training

- 8.1 Training on Time Management Tools
- 8.2 Feedback and Improvement Processes

Certifications

- ▶ **Accounting, Banking & Finance**
 - Certified GST Professional
 - Certified AML- KYC Compliance Officer
 - Certified Business Accountant
 - Certified BASEL III Professional
 - Certified GAAP Accounting Standards Professional
 - Certified Treasury Markets Professional
- ▶ **Big Data**
 - Certified Hadoop and Mapreduce Professional
- ▶ **Cloud Computing**
 - Certified Cloud Computing Professional
- ▶ **Design**
 - Certified Interior Designer
- ▶ **Digital Media**
 - Certified Social Media Marketing Professional
 - Certified Inbound Marketing Professional
 - Certified Digital Marketing Professional
- ▶ **Foreign Trade**
 - Certified Export Import (Foreign Trade) Professional
- ▶ **Health, Nutrition and Well Being**
 - Certified Fitness Instructor
- ▶ **Hospitality**
 - Certified Restaurant Team Member (Hospitality)
- ▶ **Human Resources**
 - Certified HR Compensation Manager
 - Certified HR Staffing Manager
 - Certified Human Resources Manager
 - Certified Performance Appraisal Manager
- ▶ **Office Skills**
 - Certified Data Entry Operator
 - Certified Office Administrator
- ▶ **Project Management**
 - Certified Master in Project Management
 - Certified Scrum Specialist
- ▶ **Real Estate**
 - Certified Real Estate Consultant
- ▶ **Marketing**
 - Certified Marketing Manager
- ▶ **Quality**
 - Certified Six Sigma Green Belt Professional
 - Certified Six Sigma Black Belt Professional
 - Certified TQM Professional
- ▶ **Logistics & Supply Chain Management**
 - Certified International Logistics Professional
 - Certified Logistics & SCM Professional
 - Certified Supply Chain Management Professional
- ▶ **Legal**
 - Certified IPR & Legal Manager
 - Certified Labour Law Analyst
 - Certified Business Law Analyst
 - Certified Corporate Law Analyst
- ▶ **Information Technology**
 - Certified Angular JS Professional
 - Certified Basic Network Support Professional
 - Certified Business Intelligence Professional
 - Certified Core Java Developer
 - Certified E-commerce Professional
 - Certified IT Support Professional
 - Certified PHP Professional
 - Certified Selenium Professional
- ▶ **Mobile Application Development**
 - Certified Android Apps Developer
 - Certified iPhone Apps Developer
- ▶ **Security**
 - Certified Ethical Hacking and Security Professional
 - Certified Network Security Professional
- ▶ **Management**
 - Certified Corporate Governance Professional
 - Certified Corporate Social Responsibility Professional
 - Certified Leadership Skills Professional
- ▶ **Life Skills**
 - Certified Business Communication Specialist
 - Certified Public Relations Officer
- ▶ **Media**
 - Certified Advertising Manager
 - Certified Advertising Sales Professional
- ▶ **Sales, BPO**
 - Certified Sales Manager
 - Certified Telesales Executive

& many more job related certifications

Contact us at:
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