

HR Essentials for Startups: A Practical Certification

Hours: 16 Hours

Course Overview: This is a hands-on certification designed for HR professionals stepping into the dynamic world of startups. Unlike traditional HR courses, this program focuses on **practical, real-world challenges** faced by HR teams in **fast-growing businesses**.

Participants will learn how to **set up HR policies from scratch, build effective hiring and onboarding processes, manage employee engagement, and handle performance reviews** in a startup environment. Through **case studies and practice sets**, learners will gain the confidence to establish and scale HR functions efficiently.

By the end of this course, participants will be able to:

- ✓ Establish core HR processes tailored for a startup.
- ✓ Develop hiring, onboarding, and performance management strategies.
- ✓ Implement employee engagement initiatives that enhance company culture.
- ✓ Navigate compliance, documentation, and HR policies effectively.
- ✓ Handle employee feedback and workplace challenges with confidence

Training Methodology: Through **interactive case studies, real-world scenarios, and hands-on activities**, participants will gain actionable insights to implement best practices in their organizations.

Modules

1. Introduction to HR in a Startup

- Role of HR in a Startup vs. Established Company
- Key Responsibilities of an HR Professional
- Understanding Business Needs & Aligning HR Functions

2. Setting Up HR Processes in a Startup

- Defining HR Goals & Policies
- Creating an Employee Handbook (Code of Conduct, Leave Policies, etc.)
- Setting Up an HR Information System (HRIS)
- **Case Study: Creating HR Policies from Scratch in a Tech Startup**
- **Practice Set: Draft an HR Policy for Remote Work & Leave Management**

3. Hiring & Recruitment

- Understanding Workforce Planning for a Startup
- Sourcing Candidates (Job Portals, LinkedIn, Referrals)
- Conducting Interviews & Selection Process
- Onboarding & Induction Checklist
- **Case Study: Hiring the First 10 Employees in a Fast-Growing Startup**
- **Practice Set: Create a Structured Interview Guide for a Marketing Role**

4. Employee Documentation & Compliance

- Maintaining Employee Records (Contracts, Personal Files, etc.)
- Legal & Regulatory Compliance (Labor Laws, Payroll Compliance)
- Employee Agreements (Confidentiality, Non-Compete, etc.)
- **Case Study: Handling Compliance Issues in a Newly Registered Company**
- **Practice Set: Draft an Employee NDA (Non-Disclosure Agreement)**

5. Performance Management & Employee Feedback

- Defining Key Performance Indicators (KPIs)
- Setting Up a Performance Review Process
- Conducting Employee Feedback & Engagement Surveys
- Using Polls & Anonymous Feedback for Continuous Improvement
- **Case Study: Implementing a Feedback Culture in a Startup**
- **Practice Set: Design an Employee Engagement Survey**

6. Employee Engagement & Workplace Culture

- Fostering a Positive Work Environment

- Organizing Team-Building Activities
- Handling Employee Grievances & Conflict Resolution
- **Case Study: Addressing Workplace Conflicts in a Startup Environment**
- **Practice Set: Develop a Plan for Employee Engagement Initiatives**

7. Learning & Development (L&D)

- Creating a Training & Development Plan
- Identifying Skill Gaps & Growth Opportunities
- Implementing Upskilling Programs
- **Case Study: Building an L&D Program with Limited Resources**
- **Practice Set: Outline a Training Plan for New Hires in Sales**

8. HR Policies & Procedures

- Leave & Attendance Management
- Remote Work & Hybrid Work Policies
- Disciplinary Actions & Termination Process
- **Case Study: Enforcing Disciplinary Actions Without Legal Risks**
- **Practice Set: Write a Fair Termination Notice for an Underperforming Employee**

9. Exit Management

- Offboarding Process & Exit Interviews
- Handling Full & Final Settlement
- Ensuring Knowledge Transfer
- **Case Study: Managing a Sudden Employee Resignation**
- **Practice Set: Design an Effective Exit Interview Questionnaire**

10. Building HR Strategy for Business Growth

- Aligning HR with Business Strategy
- Scaling HR Functions as the Company Grows
- Building Employer Branding & Employee Retention Strategies
- **Case Study: HR's Role in Scaling from 10 to 100 Employees**
- **Practice Set: Develop a Retention Plan for Key Employees**