



A ONE-DAY WORKSHOP ORGANIZED
BY PTVA'S INSTITUTE OF MANAGEMENT

HR FOR NON-HR



Date – Saturday, September 28, 2019

Venue – PTVA's Institute of Management



HR FOR NON-HR



Knowing how an employee should behave and perform on his/her job as well as his/her rights, duties and responsibilities, is a must know for every employee irrespective of his/her specialization. In addition to that, every manager must possess adequate knowledge of HR so as to avoid conflicts/confusions in his/her team and also to facilitate its smooth and effective functioning. This workshop aims to create an awareness among Non-HR professionals about the core and important functions and activities related to HR.

Who will benefit:

- Entry Level Management Professionals.
- Management students opting for specializations other than HR.
- SME Owners.
- Anyone who is not from HR field, but is keen to know key HR functions.

Duration of the Workshop: 1 day

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Date - Saturday, September 28, 2019

SCHEDULE OF THE WORKSHOP

9.00 am to 9.30 am	Registration and Breakfast
9.30 am to 11.15 pm	INTRODUCTORY SESSION
11.15 pm to 11. 30 pm	Tea Break
11.30 pm to 1.30 pm	EMPLOYER – EMPLOYEE RELATIONSHIP: Compliances, Rights & Privileges
1.30 pm to 2.00 pm	Lunch
2.00 pm to 3.45 pm	PERFORMANCE MANAGEMENT SYSTEM: Your Professional Growth in alignment with Organizational Growth
3.45 pm to 4.00 pm	Tea Break
4.00 pm to 5.45 pm	COMPENSATION & BENEFITS
5.45 pm to 6.00 pm	Certificate Distribution

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FACULTY PROFILE



Dr. Tejashree Deshmukh

Dr. Tejashree Deshmukh is the Dean-Academics of Parle Tilak Vidyalyaya Association's PTVA's Institute of Management. An alumnus of Narsee Monjee Institute of Management Studies, she comes with a good blend of industry and academic experience and specializes in Human Relations. In the past she has successfully conducted corporate training programs for organizations such as IL&FS, Kohinoor Group of Companies, IndiGo Airlines, among others.



Mr. Jigar Patel

Mr Jigar Patel has a cumulative experience of more than 8 yrs spread across manufacturing industry and academics. He holds a Master's Degree in Management Studies specializing in Human Resource Management and a Bachelor's Degree in Statistics from University of Mumbai. He is currently working as an Assistant Professor & In-charge Placements at PTVA's Institute of Management. He has taught subjects such as Industrial Relations & Labour Welfare, HR Planning & Audit, Strategic Management, Strategic Human Resource Management, Business Communication & International Business to post-graduate students including working executives. He has published various research papers in national & international journals.



Mrs. Trupti Gupte

Mrs Trupti Gupte holds MBA degree in Human Resources as well as in Finance with a B.Com degree from University of Pune. She is currently pursuing her doctoral studies in Human Resources (Management) from University of Mumbai. For last seven and half years she is associated with PTVAIM and she is currently working as an Assistant Professor in Human Resources. She has three and half years of industry experience in Human Resource Department in the areas of Performance Appraisal, Training and Development and Recruitment. Since twelve and half years she is in the field of Academics and has taught various subjects of Human Resource Specialization and General Management. She has also published various research papers in National and International Journals.



Mrs. Manali Patil

Mrs. Manali Patil is currently working as an Assistant Professor - HR at Parle Tilak Vidyalyaya Association's PTVA's Institute of Management and is associated with the Institute for the past 4 years. She is a professional with over 8 plus years of experience spread across industry and academics. She has a post graduate Master's Degree in Management and Bachelor's Degree in Commerce from Mumbai University. She is currently pursuing her Ph.D from Nagpur University.

WORKSHOP REGISTRATION

- Prior registration for the workshop is required.
- The registration form can be filled on:

www.ptvaim.com



Registration Fee:

- Rs. 1500/- per participant (Includes breakfast, lunch and reference material)
- Maximum 30 Participants will be allowed to participate in the workshop on first come first served basis.

The payment can be done by Cash, Cheque or NEFT.

- Cash is payable to the Accounts Department - PTVA's Institute of Management on any working day between 11 a.m. to 5 p.m.
- Cheque needs to be drawn in the favour of "PTVA's Institute of Management" payable in Mumbai.
- NEFT/Online Payment details are as below:
Account Name: PTVA's Institute of Management
Account Number: 319701110050002
IFSC Code: UBIN0531979 Bank: Union Bank Of India

PTVA's Institute of Management

Faculty Incharge Contact -

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Contact : 022 26 100 100 / 26 100 200

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