COURSE BROCHURE

HR Generalist Essentials for Small Organisations

Diploma, Vocational & Skills / Human Resources & People Management

One-time full-course fee

INR 1,199

Access

12 months course access

Study plan

10 suggested study hours; 12 months access

Learning format

4 self-paced written English lessons with original worked examples, local exercises, explained knowledge checks and a self-assessed capstone. Optional automated Course Tutor assistance is available in the protected LMS.

Programme overview

Four self-paced written lessons teach the core work of an HR generalist in a small organisation: workforce planning, job descriptions and fair recruitment, interviewing and selection, offers and onboarding, employee records and data protection, policies and handbooks, performance conversations, workplace conduct, grievance and disciplinary basics, leave and attendance, separation and exit, and the habit of checking current law, ending with a fictional HR toolkit capstone. This is an independent ZELVU short course, not legal advice, an HR degree or a certification. 4 self-paced written English lessons with original worked examples, local exercises, explained knowledge checks and a self-assessed capstone. Optional automated Course Tutor assistance is available in the protected LMS. AI-authored with independent AI editorial checks; independent human academic review is not included. An independent ZELVU short course covering the stated scope. Live human tuition, individual human marking, recorded video lectures, external qualifications or academic credits, vendor affiliation or certification, examination vouchers and placement guarantees are not included. Use your own compatible computer and any software, accounts or services named in the requirements; licences, subscriptions, cloud usage and advertising spend are not supplied. Interfaces, laws and platform policies change, so follow the current official documentation linked in each lesson. Related ZELVU degree-level courses in human resource management, labour law and UGC NET Labour Welfare and HRM cover theory and law in depth; this course is a practical, short operational foundation for small

teams. Labour law in India is changing as the labour codes are implemented, so rely on the current official texts.

Who this is for

1. No HR experience is required. The course suits office managers, founders, team leaders and early-career HR staff. Examples use an Indian context; employment law varies by country, state, sector and organisation size, so every legal point must be checked against current official sources or with a qualified professional.
2. Use the supplied fictional examples or your own non-sensitive practice material. Practise only on systems and accounts you own or are authorised to use. Do not enter private student, employer or customer information into the Course Tutor.

Published topics and learning focus

1. Role planning, job descriptions and fair recruitment
2. Interviews, selection, offers and onboarding
3. Records, policies, performance and workplace conduct
4. Capstone: leave, attendance, separation and an HR toolkit

Before you choose

1. These are published programme highlights, not certification of complete syllabus coverage. Review the available reading index and programme trial before enrolling.
2. ZELVU provides learning support. It does not award the underlying degree, professional registration or an examination result.
3. Current checkout terms and refund policy apply. Payment and access require successful provider verification.

Take the next step

Explore the programme trial

View current details, scope and terms

Ask ZELVU about this programme

Save this brochure for reference. Details can change: confirm the current programme page and checkout before making a purchase.