

GUIDANCE POINT:- PUNE'S PREMIER EDUCATION HUB

Welcome to Guidance Point, your ultimate destination for comprehensive education and professional development! At Guidance Point, we believe in empowering individuals to unlock their full potential through accessible and high-quality education. With a vast array of courses covering all domains, from technology to arts, business to sciences, we strive to cater to the diverse learning needs of our users. Whether you're a student looking to enhance your academic performance, a professional aiming to upskill or reskill, or an enthusiast eager to explore new interests, Guidance Point is here to guide you every step of the way. What sets us apart is our commitment to excellence. We meticulously curate our course offerings, partnering with the best institutes and industry experts to ensure that you receive top-notch education that is both relevant and practical. Our platform leverages cutting-edge technology and innovative teaching methodologies to deliver engaging and immersive learning experiences.

BENEFITS:-

1. Comprehensive Course:

Our comprehensive course ensures thorough coverage of essential topics, equipping you with a well-rounded understanding of your subject matter, setting a strong foundation for your future endeavors.

2. Top Institute Partnerships:

Through our partnerships with leading institutes, you gain access to world-class resources, expert guidance, and prestigious

certifications, empowering you to excel in your field and stand out among your peers.

3. Advanced Learning Technology:

Leveraging advanced learning technology, we offer dynamic and interactive learning experiences, incorporating simulations, virtual labs, and multimedia resources to enhance comprehension and retention of complex concepts.

4. Supportive Community:

Join our vibrant and supportive community of learners, mentors, and industry professionals, where you can collaborate, seek advice, and find encouragement, fostering a conducive environment for growth and success.

5. Personalized Learning Paths:

Tailor your learning journey to suit your unique needs and goals with our personalized learning paths, allowing you to progress at your own pace and focus on areas that align with your interests and career aspirations.

6. Quality Assurance Standards:

Rest assured that our courses adhere to rigorous quality assurance standards, ensuring that you receive high-quality instruction, updated curriculum, and valuable resources that meet industry benchmarks and standards.

7. Interactive Learning:

Engage in dynamic and interactive learning experiences through our immersive course content, live sessions, quizzes, and discussions, promoting active participation, collaboration, and deeper understanding of the material.

8. Career Opportunities:

Explore abundant career opportunities and pathways in your chosen field, supported by our comprehensive curriculum, industry partnerships, and career services, empowering you to pursue your dream job and achieve professional success.

SYLLABUS

1. INTRODUCTION TO SAP HUMAN RESOURCES (HR)

- Overview of SAP HR module
- Role of SAP HR consultant
- Scope and career opportunities in SAP HR

2. ORGANIZATIONAL MANAGEMENT (OM)

- Organizational structure design
- Position and job management
- Reporting structures and hierarchies

3. PERSONNEL ADMINISTRATION (PA)

- Employee master data management
- Personnel actions and events
- Time management and attendance tracking

4. RECRUITMENT AND APPLICANT TRACKING

- Recruitment process overview
- Job posting and candidate selection
- Onboarding and integration with PA module

5. TRAINING AND DEVELOPMENT

- Training needs identification
- Training program management
- Competency assessment and development planning

6. PERFORMANCE MANAGEMENT

- Performance appraisal processes
- Goal setting and performance monitoring
- Performance feedback and evaluation

7. COMPENSATION MANAGEMENT

- Salary and wage administration
- Benefits management
- Compensation planning and budgeting

8. EMPLOYEE SELF-SERVICE (ESS) AND MANAGER SELF-SERVICE (MSS)

- ESS and MSS functionalities overview
- Self-service portals and access management
- Workflow configuration for ESS and MSS

9. INTEGRATION WITH OTHER SAP MODULES

- Integration with FI (Financial Accounting) and CO (Controlling)
- Integration with other modules for seamless HR processes