Tapsyra.
TALENT • PSYCHOLOGY • HR

OFFICIAL PROGRAMME PROSPECTUS • TALENT • PSYCHOLOGY • HR

HR Bridge Course

From HR Theory to Real HR. Psychology-powered practical HR education covering the complete HR function across 9 modules, 8 weeks, and 40 live online hours.

FOUNDING COHORT OFFER

Complete 40-Hour Live Online Cohort (9 Modules)
Save ₹5,000 off the standard ₹14,999 fee • Includes Tapsyra Certificate of Completion

~~₹14,999~~ **₹9,999 ONLY**

Programme Structure & Schedule

- **Duration:** 8 Weeks | 40 Hours | 20 Live Online Sessions (2 hrs each)
- **Cohort Cap:** Maximum 20 learners per batch
- **Weekday Batch:** Tue & Thu, 8:00 PM – 10:00 PM IST
- **Weekend Batch:** Sat & Sun, 10:00 AM – 1:00 PM IST
- **Medium:** English with Hindi explanations where helpful

Founder & Lead Instructor

Swapnil Bhosle — Founder & Lead Instructor, Tapsyra

- Industrial-Organizational (I-O) Psychologist
- 12+ Years of Hands-On HR Industry Experience
- Doctoral Researcher (PhD) in Psychology
- Personally teaches every live cohort end-to-end

THEORY → HUMAN BEHAVIOUR → HR PROCESS → REAL WORKPLACE CASE → HR INTERVENTION → PRACTICE & ASSESSMENT

Official 9-Module Curriculum (40 Hours Total)

Module 1: Foundations of Human Resource Management — 3 Hours

Transition from textbook HR definitions to understanding how an HR department functions inside modern businesses—partnering with leadership, balancing employee advocacy with business goals, and mapping the end-to-end employee lifecycle.

- Evolution of HR: Administrative personnel management to strategic people partnering
- Core HR functions, organisational structures, reporting lines, and business alignment
- HR ethics, confidentiality, professional boundaries, and stakeholder communication

Module 2: Psychology at Work

4 Hours

The signature Tapsyra differentiator. Learn how cognition, emotion, motivation, perception, and group dynamics drive workplace behaviour behind every HR decision.

- Cognitive biases in HR decisions (halo effect, confirmation bias, attribution error, recency bias)
- Intrinsic vs. extrinsic motivation, emotional intelligence, psychological safety, and trust
- Stress, burnout, workplace triggers, communication styles, and interpersonal conflict dynamics

Module 3: Talent Acquisition

5 Hours

Master structured end-to-end recruitment—from hiring manager intake and sourcing strategy to competency-based interviewing, candidate psychology, and offer closure.

- Workforce planning, hiring intake meetings, outcome-focused Job Descriptions, and boolean sourcing
- Structured behavioural interviewing (STAR methodology) vs. unstructured bias
- Reading candidate motivation, offer-dropout risk signals, salary negotiation, and pre-joining engagement

Module 4: Joining & Employee Experience

4 Hours

Design structured onboarding and early-tenure experiences that turn nervous new hires into confident, integrated contributors during their first 90 days.

- Pre-boarding workflows, documentation checklists, background verification, and Day-1 induction
- 30-60-90 day role assimilation, psychology of new-hire anxiety, buddy systems, and probation reviews

Module 5: HR Operations & Employee Administration

5 Hours

Master the operational backbone of HR—policies, HRIS workflows, attendance and leave systems, documentation hygiene, and audit-ready employee records.

- Essential HR policies (leave, attendance, hybrid work, code of conduct, asset allocation)
- Drafting HR lifecycle letters (offer, appointment, confirmation, transfer, warning, relieving)
- Internal HR helpdesk turnaround discipline, exit clearance workflows, and structured exit interviews

Module 6: Payroll, Compensation & Statutory Awareness

5 Hours

Demystify Indian CTC structures, monthly payroll inputs, statutory deductions, and foundational labour compliance so you handle salary queries accurately.

- Indian CTC breakdown: Basic, HRA, special allowances, reimbursements, variable pay, and net take-home
- Monthly payroll cycle: Attendance cut-offs, LOP, arrears, and Full & Final (F&F) settlements
- Statutory awareness: PF, ESIC, Professional Tax (PT), LWF, Gratuity, Bonus basics, and compliance calendars

Module 7: Performance & Employee Development

5 Hours

Learn how organisations set measurable goals, evaluate performance fairly, coach managers on feedback psychology, run structured PIPs, and identify real training needs.

- KRAs, KPIs, OKRs, appraisal cycles, calibration meetings, and overcoming feedback defensiveness
- Diagnosing underperformance (skill vs. will vs. environment) and designing defensible PIPs
- Training Needs Identification (TNI), Individual Development Plans (IDPs), and learning transfer

Module 8: Employee Relations, Engagement & Retention

5 Hours

Navigate workplace friction, employee grievances, disciplinary situations, and retention challenges with composure, fairness, and psychological insight.

- Active listening, de-escalation, neutral fact-finding, grievance protocols, and investigation basics
- Progressive discipline (show-cause notices, natural justice principles) and POSH awareness fundamentals
- Stay interviews and evidence-based retention diagnostics beyond superficial office events

Module 9: HR Strategy & Integrated Workplace Simulation

4 Hours

Synthesize all eight modules in a capstone workplace simulation—solving multi-layered HR cases where recruitment, operations, compensation, performance, and human behaviour intersect.

- Connecting HR metrics (attrition, time-to-hire, absenteeism, cost-per-hire) to management decisions
- End-to-end capstone workplace case debrief, instructor feedback, and personal HR career roadmap

Also Available — HR Mastery Series: Eight independently enrolable specialist HR courses at **₹6,999 per course** (Recruitment, Performance & PIP, Payroll & CTC, HR Operations, Employee Relations, Employee Experience & Retention, Learning & Development, and Labour Compliance & HR Risk). Special Bundle Offers available for multiple courses.

Educational Transparency Notice: Upon completing programme requirements, learners receive a Tapsyra Certificate of Completion. This is a private skill-development credential and not a university degree or government certification. Tapsyra provides practical education and does not promise or guarantee job placement or salary outcomes.