

## HR for Non HR upcoming Training

Organized By: Airlines Operators Association of Nepal (AOAN)  
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### Training Content

#### DAY-I

HR Planning  
Recruitment & Selection  
Induction  
Performance Management  
Training & Development  
Employee Relations  
Comp & Benefits  
Bylaws and issues  
Related to labor Law

#### DAY-II

Communication & Routines  
Customer Relations/Service  
Change Management  
Project Management  
General Admin  
Procurement & Supplies  
Logistics & Transport Management  
Facilities Management  
Coordination among with stakeholders and other departments

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