



Pre-Training Material for HR Interns

Get Job-Ready Before Applying at ICLIVIA – No Experience? No Problem!

Hello Future HR Intern!

At ICLIVIA, we believe in giving freshers the opportunity to grow—as long as you're willing to learn. If you're new to HR or don't have work experience yet, don't worry. This **pre-training program** is your first step to becoming **job-ready**.

Once you complete this short learning journey, you'll be **ready to apply freely for internship roles at ICLIVIA**.



What You'll Learn in This Pre-Training:

1. How to Use LinkedIn Like a Pro (Build Your HR Presence)

Create a strong profile, connect with recruiters, and learn professional networking:

 [Watch the LinkedIn Guide Playlist](#)

2. Create Job Posts & HR Designs on Canva

Design beautiful HR banners, hiring posts, and company creatives:

 [Watch the Canva Job Design Playlist](#)


3. HR Domain Knowledge (Choose One Playlist)

Learn the complete basics of Human Resource Management. Pick based on your comfort:

- ♦ **46 Videos in Hindi** – [Full HR Hindi Course](#)
- ♦ **22 Videos in Hindi** – [Short HR Hindi Series](#)
- ♦ **17 Videos in English** – [HR Basics in English](#)

4. **Google Workspace Training (Very Important)**

As an HR intern, you'll use Google tools daily. Learn how to:

- Use **Gmail, Google Calendar, Google Forms, Google Sheets, Google Meet**, and more.
 (We recommend searching YouTube in your preferred language: "How to use Gmail/Google Sheets for beginners")

5. **Personality Development (Confidence + Professionalism)**

Work on soft skills, grooming, and professional etiquette:

 [Watch Here](#)

6. **Communication Skills for HR (Very Helpful)**


Strong speaking and email communication is a must in HR roles:

 [Video 1](#)

 [Video 2](#)

After Completing This:

You're now ready to **apply freely for internships at ICLIVIA** This pre-training will **give you an edge** and show your seriousness toward the HR field.

 We look forward to seeing motivated, trained, and confident interns joining our mission.

Need Help or Have Questions?

Contact HR directly at: **+91 94038 12709**