Certified Odoo ERP Corporate Training

Package 3: Odoo for HR & Payroll – Offline Batch

Organized By: Greenery Institute of Science and Technology (GIST) and Softsync ERP

Technical Partner: Softsync ERP

Duration: 2 Days (Optional)

Class Days: Will be notified

Class Time: Will be notified

Class Hours: 2 Hours per day

Class Mode: Offline (Theory & Hands-on Lab)

Class Starting Date: Will be notified

Registration Starts From: Will be notified

Location: [GIST Training Facility / Client premises]

Meet Trainers:

1. Ridwanur Rahman Rifat
Odoo Trainer & Developer | Softsync ERP

2. Kaushik Ahmed Apu
Odoo Functional Consultant | Softsync ERP

About the Program

Accurate employee records, attendance, leave and payroll are essential for every growing company. This optional package is a practical, hands-on Odoo training for corporate HR teams, covering the full flow from employee setup to payslips with live exercises in an Odoo environment.

Who Can Join This Program?

This program is exclusively for corporate companies that are already working with Odoo. Nominated staff from the following teams can join:

- **Corporate companies** currently using or implementing Odoo HR & Payroll
- **HR managers and HR executives** maintaining employee records
- **Payroll and compensation officers** processing salary in Odoo
- **Accounts and finance professionals** posting payroll entries
- **Business owners, operations managers and IT / ERP coordinators** of Odoo-using companies

Certificate Details

Participants who pass the practical assessment and viva will receive a joint certificate from Greenery Institute of Science and Technology and Softsync ERP.

Module

Package 3: Odoo for HR & Payroll (2 Days, Optional)

Package 3 can be taken on its own or added to Package 1 or Package 2.

Day	Item of Topic	Topic Session	Lab Session
Day 1	**HR Management**	• Employee records and departments • Recruitment pipeline • Attendance • Leave and time off	• Set up employees, an attendance policy and leave rules
Day 2	**Payroll & Final Assessment**	• Employee contracts • Salary structures and rules • Payslip generation • Payroll accounting entries	• **Final Assessment: Practical payroll exercise**

Learning Outcomes

- **HR & Payroll:** Maintain employee records, manage attendance and leave, configure salary structures and generate payslips.
- **Implementation Readiness:** Configure Odoo for their own organization's processes and communicate requirements clearly to ERP implementation teams.

Prepared By

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