

pro touch

# HR GENERALIST

STAND OUT IN A CROWD WITH  
YOUR PRACTICAL ABILITIES AS  
AN HR GENERALIST

[www.protouchpro.com](http://www.protouchpro.com)



# INTERNATIONAL ACCREDITATION



Protouch is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP<sup>®</sup> or SHRM-SCP<sup>®</sup>



The use of this official seal confirms that this Activity has met HR Certification Institute's<sup>®</sup> (HRCI<sup>®</sup>) criteria for recertification credit pre-approval.

# LEARNING MODULES



1

TALENT  
MANAGEMENT

2

PAYROLL AND  
STATUTORY  
COMPLIANCE

3

STRATEGIC HR  
MANAGEMENT  
(SHRM)



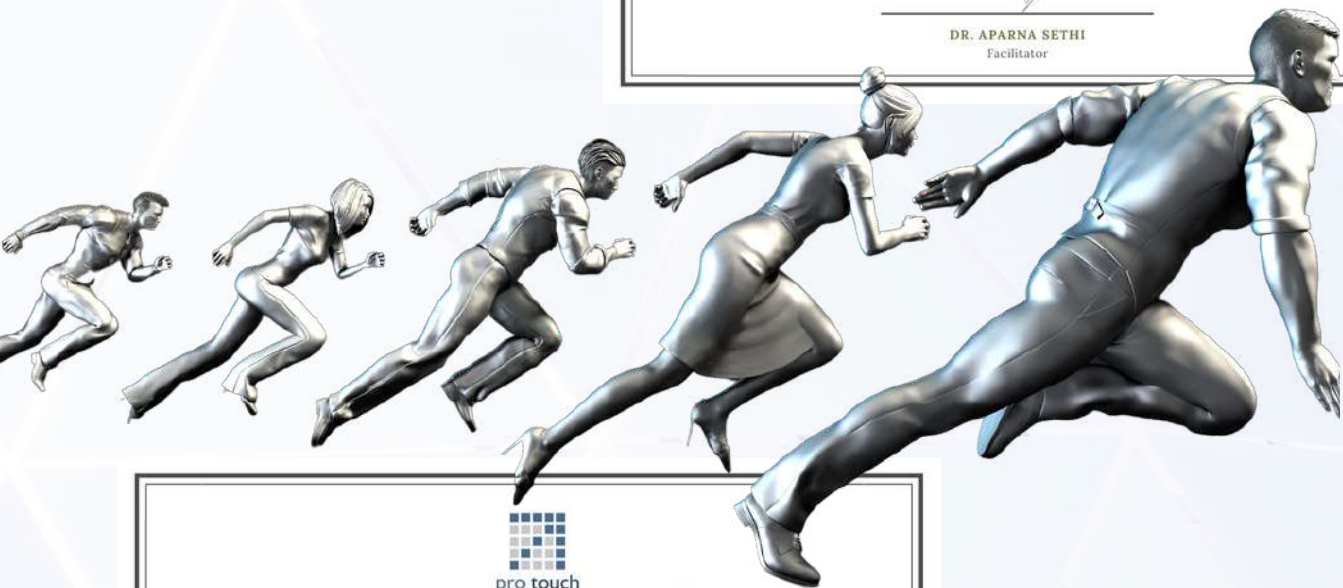
# PRO TOUCH ADVANTAGE



# INTERNATIONAL CERTIFICATES



# WORKSHOP CERTIFICATES





# **TALENT MANAGEMENT**

## **HUMAN RESOURCE PLANNING**

- ▶ Workforce planning
- ▶ Job analysis
- ▶ Gap analysis
- ▶ HR metrics



## **TALENT ACQUISITION**

- ▶ Employer branding
- ▶ Preparing JD
- ▶ Portal training
- ▶ Screening-ATS

# **TALENT MANAGEMENT**

## **SELECTION PROCESS**

- ▶ Psychometric
- ▶ Competency based interviews
- ▶ Salary negotiation
- ▶ Feedback
- ▶ Personality test

## **INDUCTION & ONBOARDING**

- ▶ Induction & onboarding
- ▶ Reference check
- ▶ Vendor management





# PAYROLL AND STATUTORY COMPLIANCE



## SALARY STRUCTURE

- Payroll Management
- Salaries u/s 17 (1)
- Salary components
- Claim
- Reimbursement

## COMPLIANCES

- Statutory compliance
- PF and ESI
- Labour welfare fund
- Bonus
- Minimum wages
- Factory Act



# PAYROLL AND STATUTORY COMPLIANCE

## TAXATION

- TDS, Tax slabs, ECR challans
- Exemptions and Deduction (u/s 80 c - u/s 80u)
- Investment proofs and claims
- Gratuity, Bonus, LWF, Minimum Wages etc.



## PAYROLL MANAGEMENT

- Attendance Management
- Payroll Calculations
- Salary register, pay slip & bank transfer
- Prepare statutory reports PF, ESI etc.



# STRATEGIC HR MANAGEMENT

## PERFORMANCE MANAGEMENT SYSTEM

Design a PMS System  
Goal Cascading  
Mapping the KRAs and KPIs  
Reward and Recognition  
Counseling Techniques  
Reward & Recognition System  
Performance Report &  
Dashboard

## LEARNING & DEVELOPMENT

Need analysis  
Training Calendar  
Training designing  
Training delivery  
ROI Measurement  
Assessment Processes &  
Feedback Analysis



## Recorded Sessions

CSR

HR Adult





## **HR BUSINESS PARTNER**

**Business Perspective  
Review & Analysis  
Budgeting and Auditing  
Succession Planning  
Skills Assessment  
Employee Engagement**

## **HR POLICIES**

**Steps to Frame HR Policy  
Framework/Checklist  
Attendance and Leave  
Code of Ethics  
POSH  
Effective Retention  
Exit Policy**



## **DIGITAL HR**

**Basics of HR Analytics & SAP HCM implementation**



2500+ HR DOCUMENTS  
JUST EDIT AND USE

## ALL IN ONE HR TOOLKIT

100% DOWNLOADABLE  
100% EDITABLE  
COLOR CODED FOR EASY EDITS

ALL HR DOCUMENTS, POLICIES,  
FORMS, LETTERS, FORMATS,  
MATRICS AT ONE PLACE

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DOCUMENTS



POLICIES



FORMS



LETTERS



FORMATS



MATRICES



ALL IN ONE  
HR TOOLKIT

# PRO HR TOOLKIT

**1600+**  
DOCUMENTS

**1000+**  
JOB DESCRIPTION

**200+**  
ENGAGEMENT PLAN

**290+**  
HR FORMS

**70+**  
HR POLICIES

**11+**  
ONBOARDING PROCESS

**11+**  
COMPENSATION &  
REWARDS

**60+**  
RECORDS & FORMATS

**11+**  
HIRING MODULES

**09+**  
EXIT PROCESS

# TESTIMONIALS



**bhargavi ande**

2 reviews



★★★★★ 3 weeks ago **NEW**

After Completing my MBA I had taken coaching from pro touch(HR GENERALIST)I was very happy that I had chosen the right institute. experienced faculty.Thank you so much to the entire team for the wonderful job. blessed to be a part of this institution.



1



**kajal chaudhary**

2 reviews



★★★★★ 3 weeks ago **NEW**

After completing my graduation, I took admission in HR generalist course In Protoch I was thinking whether it would be possible for me to do this course or not, but now I can say that I gained too much knowledge about HR field and all ... [More](#)



1



**Archana Fopma Martin**

2 reviews



★★★★★ a week ago **NEW**

I am glad I Choose Protouch for my [HRG](#) certification. Amazing content with industry based experts and professionals. I can recommend 100% with confidence for people looking for change of industry or trying to upgrade in current field. Go for it .



3



**Bidhan Dutta**

12 reviews



★★★★★ 3 weeks ago **NEW**

I AM EXCITED TO SHARE YOU THAT,I have successfully completed HR GENERALIST training program from protouch. Thanks to Dr.Aparna sethi mam, Rahul sethi sir, preethu shekar mam and all my trainers who helped to understand each and every ... [More](#)



2



**Banu Shahabaz**

1 review



★★★★★ 3 weeks ago **NEW**

I am happy to share my experience having completed my HR Generalist course from Protouch. I was a bit skeptical about online classes as how it would be. But the journey has been wonderful. The great help I received from my career guide ... [More](#)



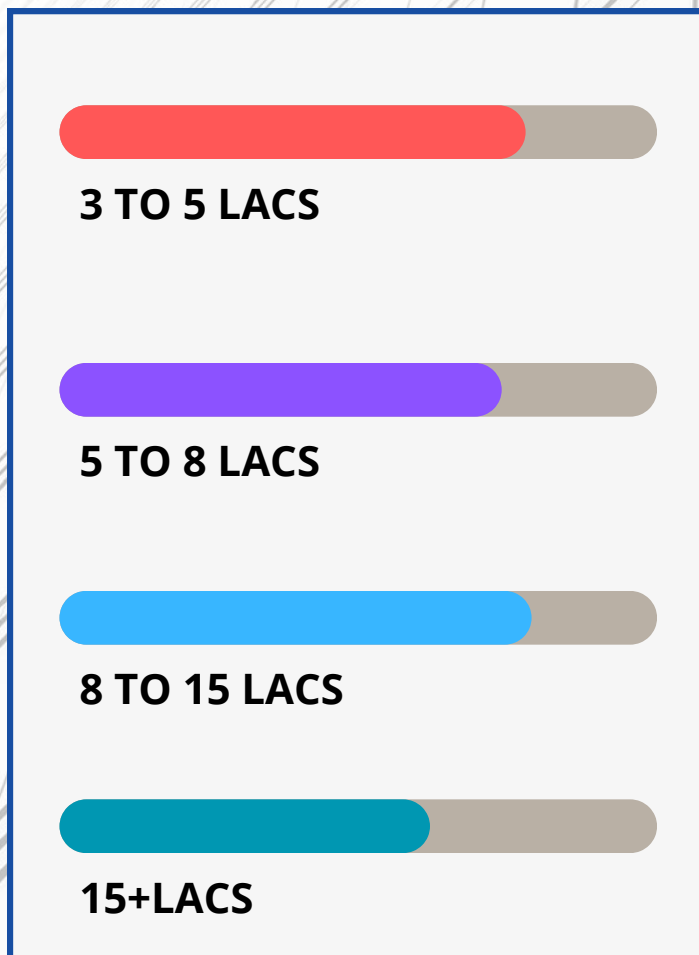
1



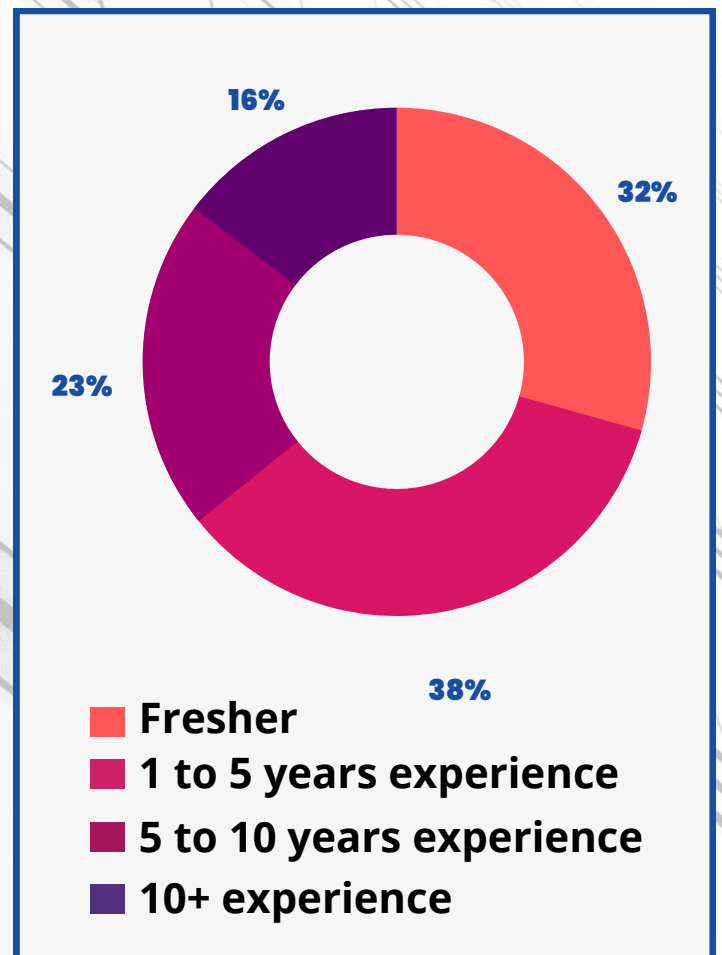
# LIFETIME PLACEMENT SUPPORT

Our dedicated Placement Team is working 'day-in, day-out' to provide you with the genuine job opportunities from the moment you enroll with us. Our alumni are working with the top companies and organizations, allowing us to deliver handpicked job opportunities right to you.

## SALARY BAND



## PARTICIPANT SPLIT



# PRO TOUCH ALUMNI



SAMSUNG



Happy pet. Happy You.



DCB BANK



genpact adani

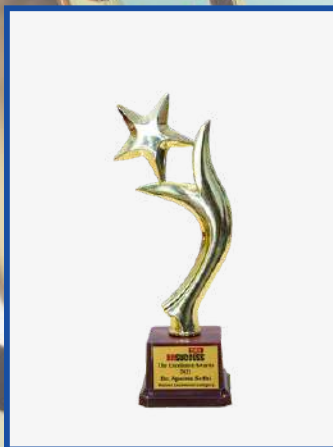


पावरग्रिड  
POWERGRID



# RECOGNITIONS

Protouch, is recognized as one of the 10 Best Startups in Corporate Training, Education Excellence Award and Indian Achievers' Award for Training Excellence among many others. These awards emphasize the exceptional accomplishments of the company and its noteworthy contributions to the enhancement of executive education and training.





# PROGRAMME

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# TRAINERS



**Rahul Sethi**  
Founder-CEO



**Dr. Aparna Sethi**  
Founder- Director



**Satish Malhotra**  
Trainer



**Shalini Vijay**  
Trainer



**Anjul Singhar**  
Trainer



**Preethu Sekhar**  
Trainer



**Dr. Aparna Sethi is a seasoned HR professional with over 20 years of experience in human resource management.**

**She has a Ph.D in Management and HR and expertise in employee development and coaching.**

**Dr. Sethi has a proven track record of turning human resources into human capital and hence drive massive organizational growth and overall employee experience.**

**Dr. Aparna Sethi**  
Founder Protouch

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**Rahul Sethi is a corporate professional with over 25 years of experience. He is a globally recognized thought leader and has been listed among the top 200 in his field.**

**He is an awardee for education excellence and has been trained by the International Association of Business Analytics.**

**His wealth of experience and expertise make him a valuable asset to any organization.**

## **Rahul Sethi**

**Corporate Trainer |  
Leadership Coach**

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# PROTOUCH

## About us

Protouch is one of the most admired talent transformational and reskilling organisations enabling sustainable business and organisational culture impact. An ISO 9001:2015 certified company, its mission is to improve business productivity and enhance leadership development across the organisation. It is providing 360 degree training solutions from entry-level to senior management. It imparts highly engaging corporate trainings, workshops and coaching services with a clear focus on results while developing holistic learning for the participants.

Protouch reskilling institute works extensively in the area of skill enhancement and youth employability. Hundreds of young professionals every year accelerate their careers by undertaking its wide range of certification programmes. These programmes are delivered through 100% practical approach by an experienced team of industry experts.

Protouch has successfully partnered with Times Group through which it provides executive education for working professionals from premium management institutes.

Protouch training programmes and its alums of the reskilling center has been widely recognized across various respectable forums and organisations.

# CERTIFICATION PROGRAMMES



  
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## HR GENERALIST

STAND OUT IN A CROWD WITH YOUR PRACTICAL ABILITIES AS AN HR GENERALIST

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## CORPORATE TRAINER & FACILITATOR CERTIFICATION

BECOME A SUCCESSFUL CORPORATE TRAINER AND FACILITATOR WITH THE STATE-OF-THE-ART SKILLS

[www.protouchpro.com](http://www.protouchpro.com)



  
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## HR ANALYTICS

ELEVATE YOUR CAREER AND DRIVE BETTER BUSINESS RESULTS WITH OUR COMPREHENSIVE HR ANALYTICS COURSE, WHERE WE WILL BE GIVING YOU THE TOOLS TO TURN DATA INTO ACTIONABLE INSIGHTS

[www.protouchpro.com](http://www.protouchpro.com)



  
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## TRAIN THE TRAINER POSH

LEARN BEST PRACTICES FROM EXPERTS FOR PREVENTING AND ADDRESSING SEXUAL HARASSMENT IN THE WORKPLACE

[www.protouchpro.com](http://www.protouchpro.com)



  
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## CERTIFIED PRACTITIONER COACH

BE AN INTERNATIONAL CERTIFIED PROFESSIONAL COACH TO FAST TRACK OR KICKSTART YOUR COACHING JOURNEY

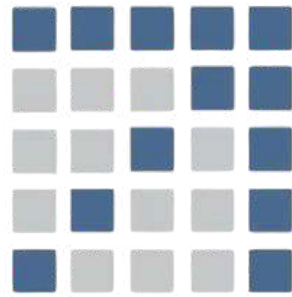
[www.protouchpro.com](http://www.protouchpro.com)

# SELF PACE PROGRAMMES



For more details on Self Pace Programmes  
[www.online.protouchpro.com](http://www.online.protouchpro.com)





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