

pro touch

HR FOUNDATION

STAND OUT IN A CROWD
WITH PRACTICAL AND
FOUNDATIONAL ABILITIES AS
AN HR PROFESSIONAL

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Protouch does not guarantee job placement



LEARNING MODULES



1

HR Operations
&
Administration

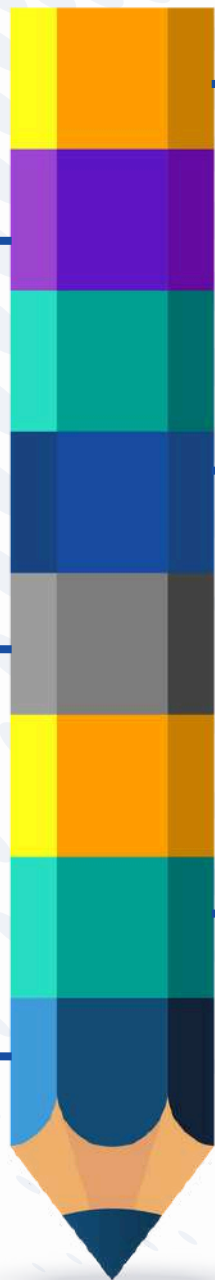
2

Recruitment &
Talent
Acquisition

3

Payroll &
Basic
Compliances

PRO TOUCH ADVANTAGE



**Experienced
Faculty
Members**



**100% Live and
Interactive
Sessions**



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Best Articles**



**Knowledge
Sharing
Sessions**



**Digital
Badge**



**6 Month
access to class
recordings**



COMPLETION CERTIFICATE



CERTIFICATE OF COMPLETION



THIS CERTIFICATE IS AWARDED TO

YOUR NAME HERE

for satisfactorily completing

HR Foundation Certificate Programme

Topics covered: HR Operations, Administration, Recruitment, Talent Acquisition, Payroll & Basic Compliance

Certificate Number: PRO/25/05/28/XX

Duration: From Jan'2025 to Feb'2025 (30 Hours)



DR. APARNA SETHI
Director



HR OPERATIONS & ADMINISTRATION

INTRODUCTION TO HR FUNCTIONS

- ▶ **HR Responsibilities**
- ▶ **HR sub-functions**
- ▶ **Alignment with Organisational Goals**

EMPLOYEE LIFE CYCLE MANAGEMENT (ELCM)

- ▶ **Phases of ELCM**
- ▶ **Employee Engagement**
- ▶ **Exit Process**



RECRUITMENT & TALENT ACQUISITION

RECRUITMENT PROCESS AND BEST PRACTICES

- ▶ Process Understanding
- ▶ Job Requirements
- ▶ Sourcing



SCREENING & SELECTION

- ▶ Effective Screening
- ▶ Interviewing
- ▶ Selection and Offer



INTRODUCTION TO ONBOARDING

- ▶ Pre-boarding checklist
- ▶ Orientation Programs
- ▶ Engagement



PAYROLL AND BASIC COMPLIANCES



SALARY CALCULATIONS

- ▶ Salary Structure
- ▶ Exemptions and Deductions
- ▶ Salary Calculations

COMPLIANCES

- ▶ Statutory compliance
- ▶ PF and ESI
- ▶ Basic Labour Laws



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

HR FOUNDATION VS HR GENERALIST

Details	HR Foundation	HR Generalist
Experienced Faculty	Yes	Yes
Number of Hours	30	90
Certificates	Protouch	Protouch, SHRM, HRCI
Additional Certificates	-	POSH and YTP
Placement Assistance	-	Life Time
300+ HR Templates	-	Free
Knowledge Sharing Sessions	Yes	Yes
International Payroll	-	Yes
AI and Tech HR	-	Yes
LinkedIn Mastry	-	Yes
		Best Buy

PRO TOUCH ALUMNI



SAMSUNG



Happy pet. Happy You.



Crompton

amazon



accenture

Bank of India



genpact adani

Walmart



Zimyo



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

TRAINERS



Dr. Aparna Sethi
Founder- Director



Rahul Sethi
Founder-CEO



Satish Malhotra
Trainer



Meenakshi Jadhav
Trainer



Anjul Singhar
Trainer



Preethu Sekhar
Trainer



Tanvi Mittal
Trainer



Komal Kriplani
Trainer



Arun
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



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**



PRO TOUCH

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



pro touch

HR GENERALIST

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



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REWARDS

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RECORDS & FORMATS

11+
HIRING MODULES

09+
EXIT PROCESS

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



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