

HR GENERALIST AND BUSINESS PARTNER

Stand out in a crowd with practical abilities
as an HR Professional



We are thrilled to be
recognized by
ETHR FUTURE SKILLS AWARDS



HONORED
BEST L&D CONSULTANT AWARD
ETHR world future skill
awards 2026



www.protouchpro.com

Protouch equips you with skills, though placement isn't assured

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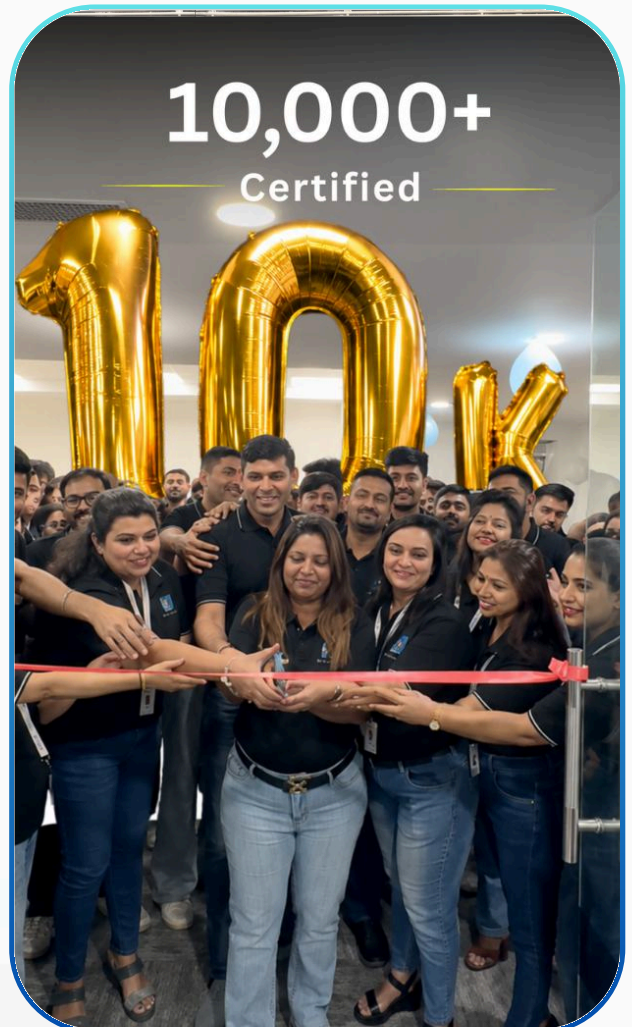


About Protouch

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Protouch is an ETHR Award-winning Learning & Development organization dedicated to helping professionals fast-track their career growth and enabling organizations to build future-ready talent. Through globally recognized certification programs, corporate training, coaching, consulting, and workshops, we empower individuals with practical, industry-relevant skills that drive measurable career and business outcomes. As an ISO 9001:2015 Certified company, Protouch is committed to delivering high-quality learning experiences that create lasting impact for both professionals and organizations.

- Accredited by SHRM, HRCI, CPD, ICF & IABAC
- 10,000+ Professionals Trained & Certified
- Trusted by 250+ Organizations



- Strong Alumni Network Across Industries
- Expert Faculty with Industry Experience
- 3,000+ Positive Google Reviews



Dr. Aparna Sethi is a globally recognized HR leader, corporate trainer, author, and Founder of Protouch Professional Training. With expertise in HR, Learning & Development, Diversity & Inclusion, and Leadership Development, she has empowered 50,000+ professionals and helped organizations build inclusive, high-performing workplaces.

An author of three books on Diversity & Inclusion, she specializes in POSH, Emotional Intelligence, Coaching, and Talent Development. Through Protouch, she delivers impactful learning solutions that strengthen employee capability, workplace culture, and future-ready leadership.

Dr. Aparna Sethi

Protouch Founder





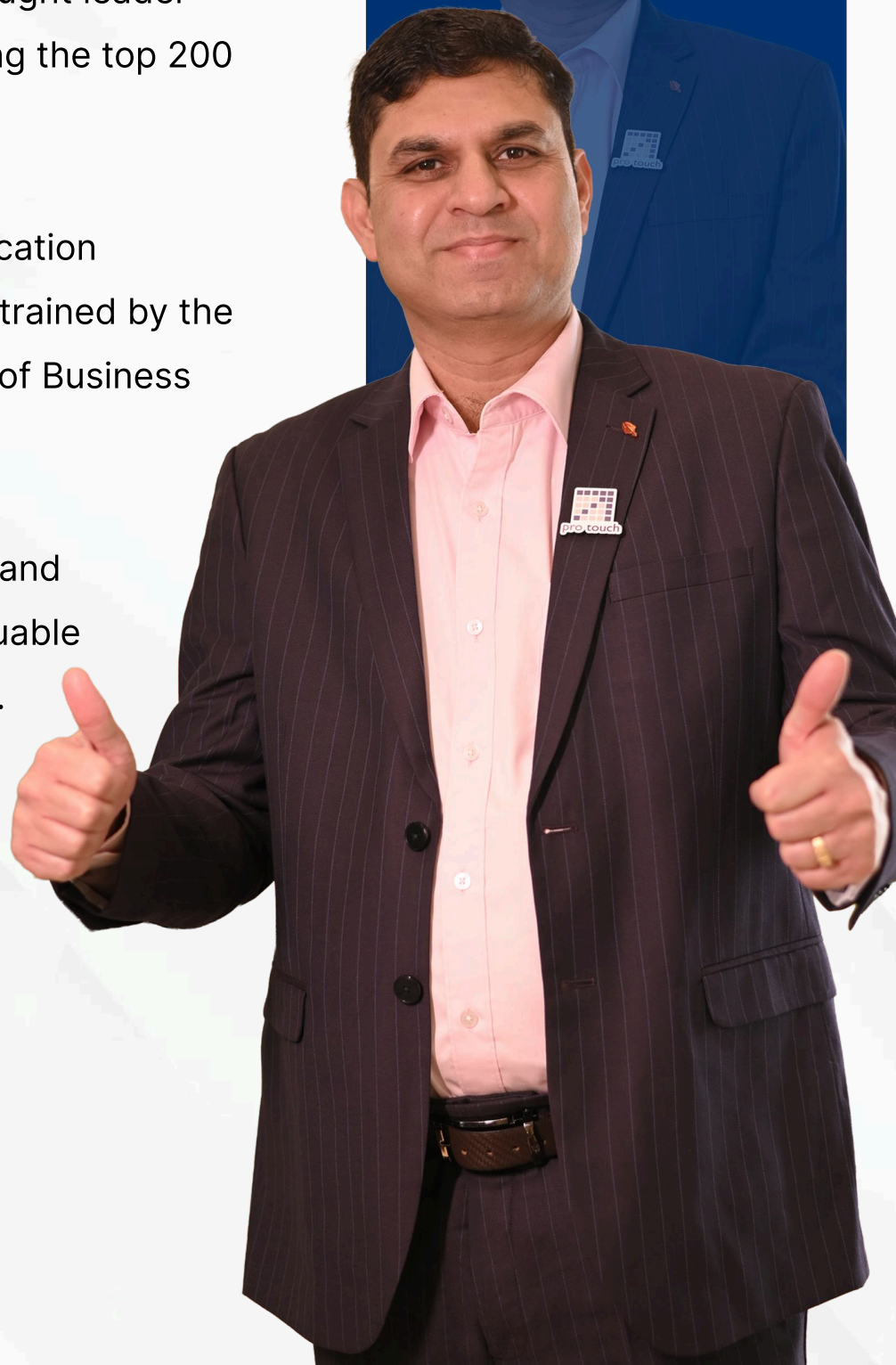
Rahul Sethi is a corporate professional with over 25 years of experience. He is a globally recognized thought leader and has been listed among the top 200 in his field.

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

Protouch CEO | Director



RECOGNITIONS



Protouch an **ETHR Award-winning** organization, 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.

Why Certification Matters

Build the skills needed to become a strategic HR partner, enabling workforce excellence and business growth.

1 Why HR Skills Are in Demand



Organizations need HR professionals who can align people, strategy with business goals.



HR roles today extend beyond recruitment to analytics, compliance, employee engagement, and workforce planning.



Company are increasingly seeking professionals with strong HR expertise and business partnering capabilities.

2 Who Should Enroll?



Fresh Graduates



HR Executives



Recruiters



Career Transition Professionals



HR Managers



Business Owners & Entrepreneurs

3 Career Opportunities



HR Executive



Talent Acquisition Specialist



Payroll Executive



HR Generalist



HR Operations Executive



Employee Relations Executive



HR Analyst



HR Business Partner

Global Recognition & Industry Credibility

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INTERNATIONAL RECOGNITION



SHRM RECOGNITION

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



HRCI RECOGNITION

The activity has met HR Certification Institute's (HRCI) criteria for recertification credit pre-approval.

BENEFITS OF INTERNATIONAL RECOGNITION



15–20%

Average Salary Premium for Certified HR Professionals



More Likely to be Hired

Certified professionals demonstrate stronger employability and career mobility



Preferred for Leadership Roles

HRBP, HR Manager, Talent Manager & Strategic HR Positions



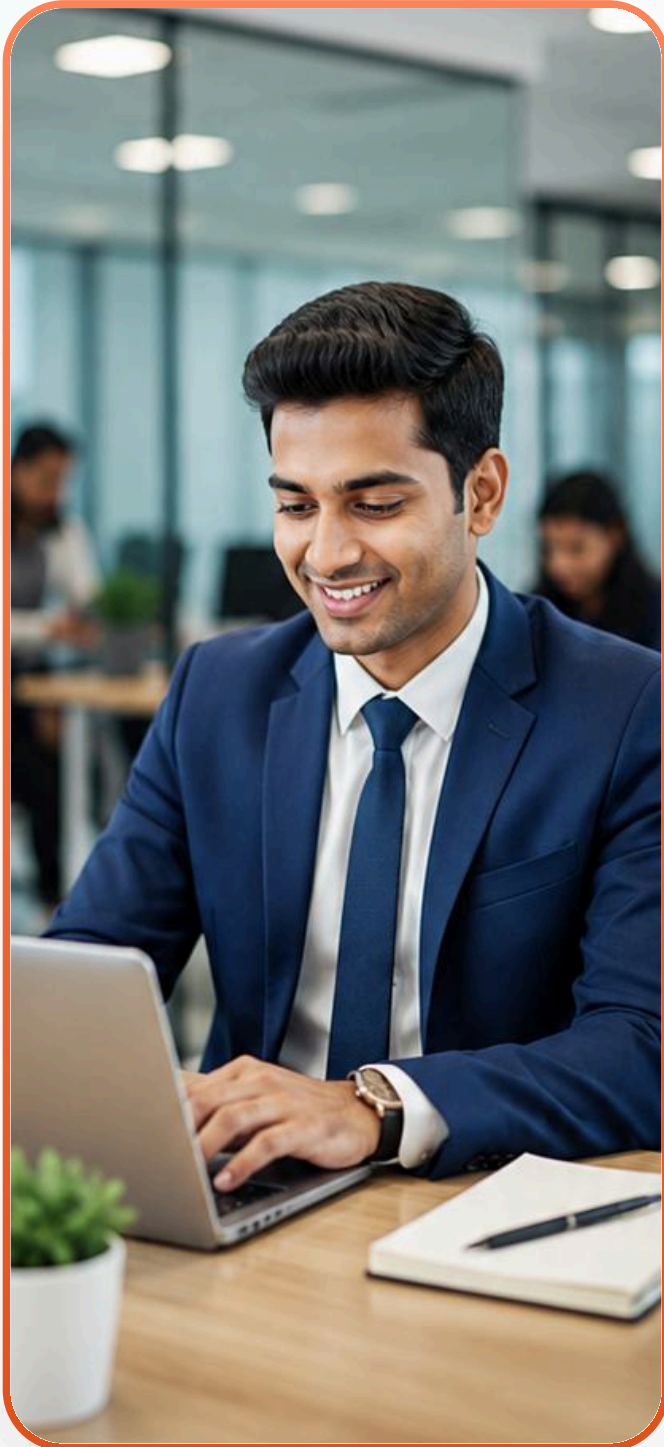
Global Recognition

Trusted by multinational organizations across industries

HR Generalist & HRBP Learning

Modules

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01



Talent
Management

02



Payroll &
Statutory Compliance

03



Strategic HR
Management (SHRM)

Management

.....



01

Human Resource

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



02

Talent Acquisition

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



03

Selection Process

- Psychometric Test
- Competency based interviews
- Salary negotiation
- Salary negotiation



04

Induction & Onboarding

- Induction & onboarding
- Reference check
- HRBP
- Talent Strategist

Payroll and Statutory Compliance

.....



01 Salary Structure

- Payroll Management
- Salary Components
- Reimbursements Process
- Global Payroll Overview



02 Tax Management

- TDS & Tax Slabs
- Exemptions & Deductions
- Investment Declarations
- Gratuity & Bonus



03 Statutory Compliance

- PF & ESI
- Labour Welfare Fund
- Minimum Wages
- Factory Act Compliance



04 Payroll Operations

- Attendance Management
- Payroll Processing
- Payslips & Transfers
- Statutory Reporting

HR Management

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01

Performance Management

- PMS Design & Implementation
- Goal Cascading
- KRA & KPI Mapping
- Performance Reviews
- Rewards & Recognition



02

Learning & Development

- Training Need Analysis
- Learning Calendar Planning
- Program Design
- Training Delivery
- ROI & Effectiveness Measurement



03

HR Policies

- Policy Framework Development
- Attendance & Leave Policy
- Code of Conduct
- POSH Compliance
- Retention & Exit Policies



04

HR Business Partner

- Business Alignment
- Workforce Planning
- Performance Consulting
- Succession Planning
- Employee Engagement

Strategic

HR Management

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05 Digital HR

HR Analytics
Fundamentals

SAP HCM
Overview

HR Technology
Tools

AI in Human
Resources

HR Digital
Transformation

Protouch Advantage

.....

1

JOB +

AI Interview Preparation



Experienced
Faculty Members

2

3

Life Time
Placement Support



One Programme,
3 International
Certifications

4

5

International
Payroll



in

3 Additional Workshop
Certificates

6

7

Linkedin Mastery



AI & Tech in HR

8

9

Additional
Recorded Sessions



30+ E-Books &
Best Articles

10

11

300 + HR
Templates



Resume Designing
and Mock Interview

12

Earn Globally Recognized Certificates

.....



Become a Certified HR Generalist & HRBP

Additional Skill

Certificates

.....



Prevention of sexual
harassment at workplace
(POSH)

AI & Tech in
HR

Training and
Development

PRO HR Toolkit

.....

Get instant access to professionally designed HR templates, checklists, trackers, dashboards, and policy formats that help you save time and perform confidently from Day One.



HOW THIS TOOLKIT HELPS YOU



SAVE TIME

Eliminate repetitive work with ready-to-use templates.



READY-TO-USE FORMATS

Professionally designed and easy to customize.



HR DASHBOARDS

Track, analyze and present data with confidence.



COMPLIANCE CHECKLISTS

Stay compliant with statutory and legal requirements.



PMS & KPI TEMPLATES

Set goals, track performance and drive results.



HR POLICIES & SOPs

Well-structured policies and SOPs for daily HR operations.

Our Placed Candidates

EXPERIENCE LEVEL

Senior & Leadership Roles

Strategic HR and business professionals

Mid-Level Professionals

Experienced specialists and team contributors

Emerging Talent

Freshers and early-career professionals



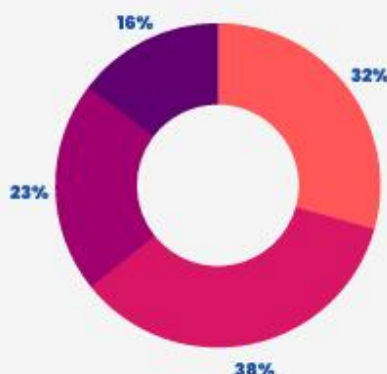
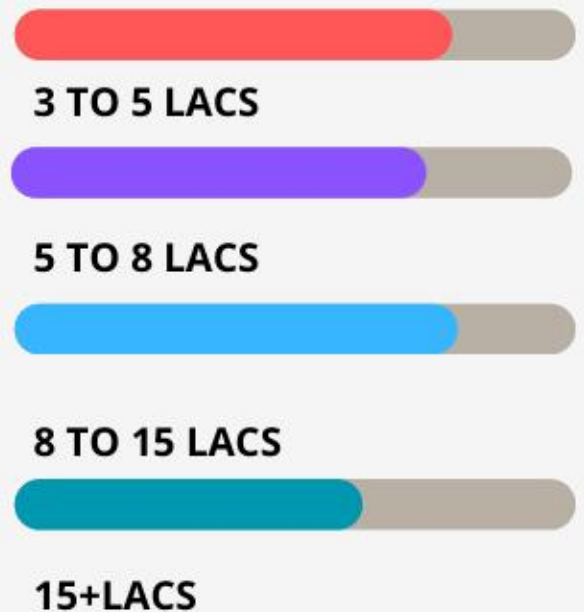
Placed Candidates
Across India

Placement Support

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Our dedicated Placement Support Team, works closely with participants from the time of enrollment to help them explore relevant career opportunities. Through our strong industry network and extensive alumni connections across leading organizations, we strive to connect learners with suitable job openings that align with their skills, experience, and career aspirations.

SALARY BAND



PARTICIPANT SPLIT

- Fresher
- 1 to 5 years experience
- 5 to 10 years experience
- 10+ experience

Protouch does not provide guarantee for job placement or make specific assurances concerning job location, profile, roles, or salary

Candidates

Offer Letters



21st May 2026

To

Pallavi

Sub: Letter of Appointment

Dear Pallavi,

Congratulations and welcome onboard, we are delighted to have you in our exciting team! We are pleased to be appointing you as "**Executive**", with effect from **25th May 2026**

The terms of our offer and the benefits currently provided by the Company are as follows:



Date: 04th April, 2026

Employee Name : Ms. [Name]
Job Title : HR Executive
On-Site Manager : [Name]
Manager Designation : [Designation]
Date of Joining : 06th April 2026

Place of Work: Hyderabad, India



LETTER OF EMPLOYMENT

Dear **Moumita** [Name],

Thank you for exploring career opportunities with us. You have successfully completed our selection process. We are pleased to appoint you as

Principal Consultant - Recruitment with effect from **11/09/2025**.



Meenu was hired for a Senior position. For the Mumbai location, we are looking for junior resources.

Due to company policy, I am unable to disclose salary details.

I can only say between 30 to 40K monthly.



Dear Mitali,

We are pleased to inform you that you have been selected for the position of **HR Recruiter** at [Company Name].

Your joining date will be Monday, and your reporting time will be 10:00 AM. Your offered salary is ₹22,000 per month.

Please report to the office on time and carry your required documents for the joining formalities. We look forward to having you as a part of our team.

With Best Regards,
HR Executive



Protouch Esteemed Clients



Programme Trainers

.....



Dr. Aparna Sethi



Rahul Sethi



Satish Malhotra



Meenakshi Jadhav



Anjul Singhar



Preethu Sekhar



Komal Kriplani



Nasreen Khan

Client Experience

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Jimmish Joy



I completed my **MBA in HR** a few years ago but was **working in a non-HR role**. After deciding to transition back into the **HR field**, **extensive research led me to Protouch**. My career advisor, Mr. Daksh Arora, was instrumental in helping me choose the right **corporate training institute** to upgrade my skills. Throughout my journey, I never felt left behind thanks to the highly **trained, experienced, and knowledgeable instructors** who helped me understand the **latest trends in HR**. I am incredibly thankful to the **Protouch team** and highly recommend this institute to anyone looking to build a career in the corporate world.



Priyanka Borade



I am incredibly impressed with the **exceptional services** provided by **Protouch Corporate Training Services**. From the very beginning of the course to the **after-services and placement assistance**, the entire team has been outstanding. **Dr. Aparna Sethi** and **Dr. Rahul Sethi** have been **phenomenal instructors**. Their **expertise and dedication to teaching** are evident in every session, making the learning experience both engaging and highly informative. They go **above and beyond** to ensure that every participant grasps the concepts thoroughly. Special thanks to our **placement officer** who worked tirelessly to provide us with the best placement opportunities. Their guidance and support were instrumental in securing a great position for me.



Gitanjali deshmukh



I had a wonderful learning experience with **Protouch Training Services** through the **SHRM Payroll & Talent Acquisition program**. The **weekend online classes** were well-organized, flexible, and easy to attend alongside my work commitments. A special thanks to Garima for her continuous support throughout the program. The trainers were highly **knowledgeable** and explained concepts clearly with **practical examples**, making the **sessions engaging and insightful**. The **LMS platform** was also very helpful for accessing **recorded sessions and learning materials**. Overall, I am very satisfied with the training quality, trainer expertise, and support provided by the **Protouch team**. I would highly **recommend this program** to anyone looking to build their **skills in Payroll and Talent**

Certification Programmes



Self Pace Programmes





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pro touch

