

ISO 9001:2015 CERTIFIED

Certificate Programme for "HR Generalist"

Practical Exposure with Latest Updates



"One" that makes your search worthwhile...

- **"One Clik"** is in HR Generalist Practical Training, Labor Law Practical Training, Labor Law - Compliance Consultant, Recruitment & HR Management Services.



Trainer - Mentor



Sameer Gajjar

- 10+ years experience in HR
- Recruitment & head hunting
- Labor Law - PF, ESI, Gratuity, W.C.A., Bonus
- Factory Act, POSH Act, Child labor act
- Professional Tax, Income Tax, TDS, Soft-skill

- Developed interactive training activities
- Trained more than 650+ employees / students
- Hands on experience on Individual & group training
- Guest lectures to different colleges, companies - conferences
- Workshops & seminars

Why practical knowledge is more important than theoretical knowledge?

- 1 Practical work encourages self-learning**
- 2 Practice leads to perfection**
- 3 Practical work is a good change from the monotonous lecture method**
- 4 Involvement of participants is more in practical work**
- 5 Practical work complements theory**
- 6 Practical work makes participants independent and increases their confidence**
- 7 One cannot become an expert overnight; greater the practice, greater the expertise**

PRACTICAL EXPOSURE ON:



L

Labor Laws

- EPF Act, ESI Act, Gratuity Act, Bonus Act
- E.C. Act, Labor Welfare Fund Act
- Professional Tax, Income Tax, TDS - Form -16

P

Payroll Functions

- Salary Components, Salary Structure Designing
- Salary Slip Generation, Full and Final Settlement
- Attendance & Leave Management
- Time Sheet Management

R

Recruitment

- Recruitment, Talent Acquisition, Headhunting
- Job Portals
- Recruitment Tracker
- Cost Per Hire, Attrition Rate

O

Other HR Functions

- 360* Performance Appraisal System (KRA-KPI-Goal Setting)
- HR Policy (Leave, Travel, Expense & Others)
- Joining & Exit Formalities, Induction - On-boarding
- Appointment, Experience & other HR Letters

EPF Act: (Employees' Provident Fund, 1952)

- Coverage
- Employer Registration
- EPF Forms
- Online Processing
- Contribution & Benefits
- Calculation

ESI Act: (Employees' State Insurance Act, 1948)

- Coverage
- ESI Accidents
- ESI Online Processing
- Contribution & Benefits
- Calculation

Professional Tax:

- Introduction
- Slabs
- Forms
- Online Process

Gratuity: (Payment of Gratuity Act, 1972)

- Coverage
- Benefit
- Calculation

Workmen Compensation Act, 1923

- Introduction
- Structure & Definition

Payment of Bonus Act, 1965

- Coverage
- Forms
- Calculation

Labor Welfare Fund Act

- Introduction
- Contribution
- Form
- Online Process

Income Tax & TDS:

- Tax slab rates & Calculation
- Exemptions and allowances
- Deduction on savings & Investments
- Form - 16

Joining & Exit Formalities:

- Documentation
- Letters Formatting
- On Boarding & Induction
- Full & Final Settlement

Payroll:

- Preparing payroll summary
- Salary Processing
- Software & Manual Exposure

Salary Break Up:

- Major Components of Salary
- IN CTC Concept
- In GROSS Concept
- Creating of Salary Structure
- Statutory Deductions

Attendance & Leave:

- Earned Leaves or Privilege Leaves EL/ PL
- Leave Calculations Eligibility Criteria for EL, CL & SL, Leave policy, Calculations, Deductions & Reimbursement

Recruitment & Selection:

- Recruitment Process & Planning
- Head Hunting & Talent Acquisition
- Designing of JD
- Recruitment Tracker
- Job Portals
- Attrition Rate
- Cost per hire

Advanced Excel Formulas:

- Vlookup
- Pivot table
- If, Round, Merge & other HR Related Formulas

360* Performance Appraisal:

- KRA - KPI
- Goal Setting
- Forms & Calculations



Highlights:

- HR Generalist Practical Training (PF, ESIC, Gratuity, Payroll & other Core HR Functions)
- Advanced MS-Excel*
- Training Material (Soft copy)
- ISO Certificate (9001:2015)

- Eligibility: Any Graduate / Studying Students / Working Professionals
- Latest updates of HR & job openings via Whatsapp*

Batch Timings: (Offline)

Daily batch: 1 Month

Monday to Friday: 2 hour

Morning: 7:00 am to 9:00 am / 7:30 am to 9:30 am

Evening: 6:30 pm to 8:30 pm / 7:00 pm to 9:00 pm

Sunday batch: 10 Sundays

Morning: 7:00 am to 10:00 am

Noon: 10:00 am to 1:00 pm

Evening: 2:00 pm to 5:00 pm / 5:00 pm to 8:00 pm

Batch Timings: (Online)

Daily batch: 1 Month

Monday to Friday: 1 hour

Morning: 7:00 am to 8:00 am / 8:00 am to 9:00 am

Sunday batch: 10 Sundays

Noon: 12:00 pm to 2:00 pm

***Date & Timing will be provided, as per registration & availability.**

Frequently Asked Questions:

I am coming from non HR background, still can I do this course?

- Yes, we have trained students who have come from engineering, commerce, science & arts background. Some time trainee has not even graduated however got excellent growth.

Do you offer Internship during training?

- When you join our training we understand your area of interest, experience, etc... and then we match it with our requirements.
- You can start working during training and in future. There is no fixed amount company will pay you. It depends on how they find your work & benefit they get from your work.

Will I get a certificate after the completion ?

- You will get an ISO certificate after the completion of the training program.

Will you help me find a job in the HR industry after completing a course?

- Yes, as our Recruitment department on a best effort basis and it's our mission to connect our certified candidates with job opportunities, the certification in itself should not be construed as a job guarantee programmed or any Job Offer.

- There is no such claim made by One Klik at any stage of a 100% job guarantee or a Job Offer to a certified candidate.

Reach Us:



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