

ISO 9001:2015 CERTIFIED

Certificate Programme for "HR Generalist"

Practical Exposure with Latest Updates

www.oneklik.in



"One" that makes your search worthwhile...

- **"The One Klik"** is in Recruitment, HR Generalist Practical Training, Labor Law Practical Training, Labor Law - Compliance Consultant.



**Labor Law Consultant | Compliance Management | HR & Payroll Outsourcing
HR Generalist Practical Training | Labor Law Practical Training | Recruitment**

Trainer – Mentor



Sameer Gajjar

- 14+ Years Experience in HR
- Recruitment & Head Hunting
- Labor Laws - Labor Codes
- PF, ESI, Gratuity, W.C.A., Bonus
- Factory Act, PoSH Act, Contract Labor, Industrial Dispute
- HR Analytics, HR Metrics, SHRM, Advance HRM
- Professional Tax, Income Tax, TDS, Soft-skill

- Developed interactive training activities
- Trained more than 12000+ employees / students
- Hands on experience on Individual & group training
- Guest lectures to different colleges, companies - conferences
- Workshops, webinar, seminar & meet-ups

The goal of our session is to turn chaos into clarity. As facilitators, our role is to keep the session on track and to ensure everyone participates in the discussion.



Labor Law Consultant | Compliance Management | HR & Payroll Outsourcing
HR Generalist Practical Training | Labor Law Practical Training
HR Analytics | HR Metrics | SHRM | Advance HRM | Recruitment

EPF Act: (Employees' Provident Fund, 1952)

- Coverage
- Employer Registration
- EPF Forms (5,10,11,13,19,20 & more)
- Online Processing & Challan (ECR)
- Contribution & Benefits
- PF Audit & Inspection

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

- Coverage
- ESI Accidents
- ESI Challan
- Contribution & Benefits
- Calculation

Gratuity: (Payment of Gratuity Act, 1972)

- Coverage
- Benefit
- Calculation
- Forms



Professional Tax:

- Introduction
- Slabs (State wise)
- Forms
- Online Process

Payment of Bonus Act, 1965

- Coverage
- Forms
- Calculation

Employee Compensation Act, 1923

- Introduction
- Structure & Definition
- Calculation



Labor Welfare Fund Act: (State wise)

- 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



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



Attendance & Leave:

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

Salary Break Up:

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

Payroll:

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

- **Portals** - PF, ESI, Income Tax - TDS , Shram Suvidha



Highlights:



- HR Generalist Practical Training (PF, ESIC, Gratuity, Payroll & others)
- Training Material
- ISO Certificate (9001:2015)
- Eligibility: Any Graduate / Studying Students / Working Professionals
- Latest updates of HR & job openings via Whatsapp*



Why practical knowledge is more important than theoretical knowledge?

- Practical work encourages self-learning
- Practical work familiarizes students with tools and equipment that will be required to use
- Practice leads to perfection
- One cannot become an expert overnight; greater the practice, greater the expertise
- Practical work is a good change from the monotonous lecture method
- Involvement of participants is more in practical work
- Practical work complements theory
- Practical work makes participants independent and increases their confidence



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.



Batch Timings: (Offline)

Daily batch: 4 Week

Monday to Friday: 1.30 hour

Morning: 8:00 am to 9:30 am

Evening: As per availability

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

Batch Timings: (Online)

Daily batch: 4 Week

Monday to Friday: 1 hour

Morning: 7:00 am to 8:00 am

Evening: As per availability

Sunday batch: 10 Sundays

Noon: 12:00 pm to 2:00 pm

Evening: As per availability

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



Reach us:

Corporate Office: 206, Abhirath Complex, Opp. Lifecare Hospital, Sardar Patel Statue Cross Road, Naranpura, **Ahmedabad**

Branch Office: Vadodara | Rajkot

E-mail: hr@oneclik.in

Web: www.oneclik.in

Contact: +91-90330-16939



**Labor Law Consultant | Compliance Management | HR & Payroll Outsourcing
HR Generalist Practical Training | Labor Law Practical Training | Recruitment**