

Brochure

HR Generalist Practical Training | ISO 9001:2015 Certification



Mr. Rakesh Parmar

Founder - HR IGNITE

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     / HR Ignite

COMMITTED TO HUMAN RESOURCE EXCELLENCE

Who We Are.....

Your One Stop Solution For All HR Related Queries. Our courses come with definitive advantages. They are industry relevant and are periodically updated to keep up with changes in technology and methodology in the fast growing HR field.

OUR SERVICES..

One Window Solution ●

HR Generalist Practical Training ●

Corporate Training (POSH, PF ESI, Advance Excel etc..) ●

Labour Codes Training ●

PF-ESI Services with legal opinion ●

Standing Order for Establishment ●

WCA Policy ●

Consultation and Audit ●

FSSAI license ●

Factories Compliance ●

Contract Labour Compliance ●

Establishment compliance ●

Draft Company Policy ●

Payroll Services ●

1. Compliances:

- **EPF, ESI**
(Applicability, Calculations, Various Forms, ECR-Challan, Online Process)
- **Gratuity Act**
(Applicability, Forms, Gratuity Calculation, Gratuity calculation in CTC)
- **Workmen Compensation Act (WCA)**
(Applicability, Compensation Calculation in case of Death or Disablement, Employer responsibility under the Act)

2. Payroll Functions:

- Salary Components
- Designing CTC
- Salary Processing
- Full & Final Settlement
- Professional Tax
- Practical Exposure on processing salaries
- Excel Payroll Software

3. Other HR Functions:

- Performance Management
- KRA
- Appraisal System
- Appointment & other Letters
- Attrition Management
- Training & Development
- Compensation & reward



**LABOUR
LAW**

4. Recruitment:

- What's is Recruitment
- Recruitment Process
- Types of recruitment
- Recruitment Plan
- Strategic recruitment decision, Proactive recruitment, Reactive recruitment
- Difference between 180 and 360 recruitment
- Headhunting, Talent acquisition, Why recruit
- Manpower planning, Employee retention, Salary negotiation, Question and answer
- Top recruitment challenges
- Selection, Meaning of selection, Process of selection, Methods of selection
- Job portal

5. Welfares & Benefit:

- ISO 9001:2015 Certificate
- Stipend based payroll work*
- Student HR Login for HR-IR Updates/ Amendments
- Student web login for Training materials
- Regular HR updates with Government official gazette
- Online+Classroom Training
- Unlimited Revision Class
- COVID 19 related all formats
- 500+ Letter formats of Statutory, Engagement plans, PMS, Training Modules, Records & Formats, Hiring Modules, Employee Policy, HR letters, Exit Process, Job Descriptions
- Eligibility: Studying Students / Any Graduate / Working Professionals

6. Batch & Duration

- Daily Batch: Mon to Fri (30 Days)
- Weekend Batch: Sunday (10 Sundays)

LABOR LAW

**For demo class & more details,
Call | WhatsApp: 9714533858**

Rakesh Parmar

HR Trainer

10+ Years Experience in
HR Generalist
Profile & Labour Law

PF,ESI,WCA,Payroll,
Advance Excel &
Recruitment etc...



HR Seminar @Vadodara



HR Seminar @Ahmedabad





Name: Kushav Khatri(KK)
Qualication: B.SC, CMA, D.Vfx
HR Experience: 4 + Years
Location: Gandhinagar (Gujarat)

It's an immense pleasure to be a part of HR ignite, and acquire in-dept. knowledge of HR related things. The best thing I loved about being a part was that all the session was more of a group discusses rather than a classroom session. All of us were sharing our knowledge and it was fun hearing Mr. Rakesh, when he was sharing his knowledge. It's been a couple of months I have completed my training and he is still assisting me to solve my concerns related to the field. I am really grateful that he is my mentor. If any of you is looking for a mentor for all HR related issue and concern, Mr. Rakesh is the best choice.
-Kushav Khatri (#HRKK)

Doing HR course in HR ignite was my best decision in my life. I got new knowledge and good experience by learning at HR ignite. The course was well organised and prepared by the specialist which helped us to learn more about HR generalist prole.



Name: Anjali A
Qualication: MBA-HR
HR Experience: 4+ Years
Location: Chennai (Tamil Nadu)



Name: Sukanya Karulkar
Qualication: MHRM
HR Experience: 2 Years
Location: Mumbai (Maharashtra)

I have completed my HR practical training from HR ignite. My experience was excellent. Faculty were amazing. Supportive and friendly. Teaching methods were different. Even after completing my course I received good support from academy.

Generally, Laws and Acts are boring part to study but Rakesh Sir has made it effective to learn by keeping it to the point and simple. Apart from class timings he would be willingly answer the student's queries and would be helpful to students whenever we need even after completion of the course.
I wish him very good wishes for his Journey



Name: Shweta Rathi
Qualication: B.com, PGDHRM
HR Experience: 1+ Years
Location: Ahmedabad (Gujarat)