

Arcon Consultants is specifically meant for students aspiring to make career in HR and need to stay employed. Students can learn on the job through a apprenticeship module. Trainees are paid from the start, and get placed internally once training period is complete.

**Benefits of the module**

- Practical Exposure
- On The Job Learning
- Live Projects
- Recruitment Assignments for quick understanding.
- Developing interpersonal skills.



- HR Generalist**
- Taking Care of Joining formalities of the Employees.
  - Issuing the Offer Letter and explain the salary details ,
  - Employee Relationship/ Retention,
  - Handling Exit Interview & Processing Employee PF,
- ESI, Med claim & Other Employment Registration forms.

**SCOPE OF THE MODULE**

- Practical exposure.
- Industrial Exposure.
- Communication with senior management of companies.
- Earning while learning.
- Improved interpersonal skills.
- Improved Personality and communication skills.

**Process of the module**

**Recruitment & selection:**

- Searching the databank/ job portals for sourcing resumes .
- Co-ordinating with clients and candidates with the help of recruitment team.
- Exposure of dealing with various industries and functional verticals.
- Making Cold calls & Head-hunting.



**WHO CAN BENEFIT FROM THE MODULE**

- Graduates aspiring to make career in HR.
  - Management graduates in Human Resources.
  - Post Graduates aspiring to make career in HR.
- TERMS & CONDITIONS**
- Training Duration - 3 months.
  - Training Fees -Rs. 30,000/- one time payment ( Non-refundable )
  - Stipend during Training period -Rs. 7000/- per month.
  - Salary after completion of Training -Rs. 10,000/- per month\* + incentives (performance based)
  - (\* -after clearing an interview based on Training)



EARN WHILE YOU LEARN MODULE



we made in three color variation



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