



MOVE TO CORPORATE

MAKE IN  
INDIA

# MTC Ploton

**Our motto "Growth is Life"**

MTC-Ploton founder of Shri Sunder Lal & Smt. Renu and founded in 2017, with a dream to be a company which plays a vital role in the development of the Society. MTC Ploton is a Fast Moving Company with an extremely strong global presence, thanks to our philosophy of Make in India, extensive Corporates Network, World class Branding, Best Trainee's & Fashion World.

## About MTC:

MTC Ploton is a Fast Moving Company with an extremely strong global presence, thanks to our philosophy of Make in India, extensive Corporates Network, world class Trainee's & Customer Circle.

MTC Ploton is a leading Fast Moving Corporates Facilities Company and a major Ladies Wear brand, Corporate Trainings & branding facilities with a strong global presence.



MTC Ploton was founded in the year 2017 with an Event Enthusiastic with a team and has grown to a large team size in the last few years primarily to cater to the diverse needs of our unwavering Clients & Patrons.

The group of Corporate Services & We intends to provide you complete strategic Business branding which includes company and product promotions.

We know your product quality and your brand but now the name is start when we will introduce your product of everyone.

## MTC Ploton

MTC Ploton provides **BEST Corporate Training** in NCR based on Current Industry Standards that helps attendees to secure placements in their dream jobs.

MTC Ploton provides one of the most Credible HR training classes in NCR offering hands on Practical Knowledge and full time job assistance with basic as well as advanced level HR Generalist Training courses.

## Mission

THE CORPORATE TRAINER's, it is our mission to make Future for providing the best trainings, Online & offline Trainings available in PAN India.

MTC Ploton provides The Corporate Training in PAN India is based on Delhi NCR. Current Industry Standards that helps attendees to secure placements in their dream jobs

# WHY CHOOSE US?



## Small Size Batch

MTC ensure Personal Attention to each Student, So we have kept our Batch Size Very Limited



## 100% Corporate Training

MTC provide practical training including corporate roles.



## 14+ Modules

MTC Cover 14 corporate modules.



## Trusted Certification

MTC qualifies you for a full-time position in HR the day you complete the training and the project.



## 100% Placement Assistance

After Completion of training MTC will provide 100% job placement assistance and career guidance.



## Flexibility

We are flexible as per the training convince.

**180** days

**40+**

**14+**

**30+**

**20+** case Study

**Industrial Certificate**

**Sessions**

**Modules & Assignment**

**Hired Trainees**

**2021 Current Year**

\* Study Material

\* Ms. Excel, Power Point

\* Google Forms

\* Resume Writing

\* Naukri.com

**MTC Platon**

Google Ads

**The Corporate Hub Advertising Group**



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[www.mtcplaton.com](http://www.mtcplaton.com)

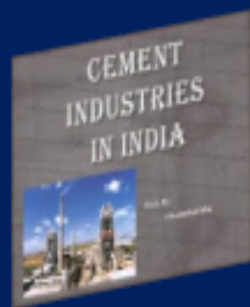
**We create:**

\* Talent-HR

\* Business Partner-HR

\* Executive-HR

\* Analysis-HR



# Trainee Feedback



MTC is a rescuer for me. When I got totally messed up MTC came into the picture and made me clear about what I wanted to do in my career and drew a path to walk on-Joining MTC is worth.

Each session of training add a value to our learning.

*Thank you MTC.*

***-Ms. Divya, Nagpur***



I recommend the MTC Ploton to any person that would like to move his/her career toward HR analytics. The Training are magnificently prepared, and all materials are well selected and structured. The training is a comprehensive overview of HR Analytics with complement readings and work projects. With this training, anyone can achieve HR analytics competencies and capabilities to identify, develop and implement HR analytics!

*Thanks MTC*

***Ms. Mandvi, Java R&D Pvt.  
Ltd.  
Indore***

# Placements Records

**Will forward your profile to Corporate HR's**

**Arrange your Interview's**

**New Terminology when we sharing your  
profile**

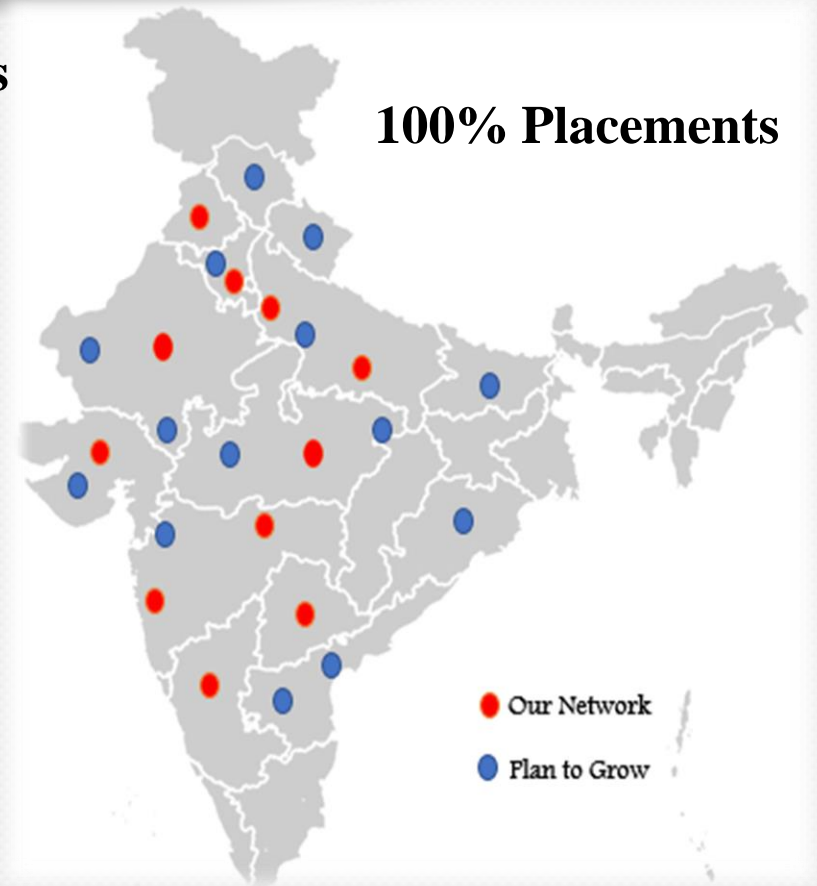
**Good Placement record. (approx. 80% in  
COVID TIME)**

**Click Link Below**



<https://youtu.be/8Os9UjHBuCE>

<https://youtu.be/xtVqTfLnNAg>



# About Trainer's

More than 11+ Years of Experience in HR Domain, Started Career as a Recruiter & now the Journey Recruiter to Trainer is awesome.  
Education: Professional Degree (BBA + MBA)

## Module's

**Talent Acquisition**

**Employee Branding**

**Employer Branding**

**Compensation & Benefits**

**Manpower & Company Budgeting**

**KRA VS Target**

**Performance Management**

**Succession Planning & Survey**

**Management Engagement**

**Payroll Management**

**Salary Compliance**

**Exit Formalities**

**Training & Development**

**Industrial Relation**

**Ms. Excel & PowerPoint**

**Google Forms & Assessments**



# Modules-1

## Talent Acquisition

**Talent Acquisition Process**

**Head Hunting**

**MRF Form**

**Salary Negotiation**

**Offer Letter Drafting**

**Recruitment Cost Calculation**

**First Year Crunch**

**Cost Per Hire**

**Recruitment Budgeting**

**Time to Fill Calculation**



# Modules-2

## Employee Branding

**On-boarding**

**Joining Formalities**

**HR Responsibilities**

**Induction Orientation**

**Appointment Letter Drafting**

**Organizational Announcement**

**555**

**Checklist of Induction & Orientation**

**BGV**



# Modules-3

## Compensation & Benefits

**Monetary Benefits**

**Non Monetary Benefits**

**Salary Breakup Designing**

**Salary Components**

**Amount- 1,60,000 to 80,00,000**



# Modules-4

## Payroll Management

**Attendance Processing**

**Day Calculation**

**Leave Processing**

**Leave Encashment**

**Salary Calculation**



**Salary Exceptional Cases**

# Modules-5

## Salary Compliances

**PF**

**ESIC**

**Gratuity Calculation**

**Professional Tax**

**Bonus Calculation**

**Tax Sources**

**Challans**

**Deduction**



**Compliance Registration**

**Employee Responsibilities**

**Employer Responsibilities**

# Modules-6

## Exit Formalities

**Exit Interview**

**Full & Final Statement**

**HR Responsibilities**

**Turn Over Cost**

**Relieving Certificate**

**Attrition Rate Calculation**



# Modules-7

## Company Budgeting

### Manpower Budgeting

#### Manpower Analysis

#### Company Budgeting

CTC % of Revenue

Cost Cutting



# Modules-8

## KRA Vs Target

**Target Assign**

**Target Bifurcation**

**Current Performance Tracker**

**Variance Report**





# Modules-9

## Performance Management

**KRA Forms Designing**

**Performance Master's**

**Practical 50 Cases each**

**Increment**

**Decrement**

**Demotion**

**Letter's Drafting**

**Promotion**

**Salary Revision**

**Analysis**



# Modules-10

## Succession Planning & Survey

### Succession Planning

#### Talent Pool

#### Experience Wise Vs Designation Wise

#### Employee Retention



# Modules-11

## Management Engagement

**Corporate Social Responsibilities**

**Master's & Activities**

**Employee Engagement**



# Modules-12

## Training & Development

**TNI**

**Skills Matrix**

**Training Calendar**

**Training Budget**

**Training Charts**

**Training Cost Calculation**



# Modules-13

## Industrial Relations

**Probation Process**

**POSH**

**Maternity Act**

**The Factory Act, 1948**

**The Industrial Dispute Act**

**Child or Women Labor Regulations**

**Industrial Healthy and Safety**

**Shop & Establishment ACT**



# **Modules-14**

## **HR Analytics**

**Webinar**

**Google Form**

**Excel- V-Lookup, Pivot Table & Conditional Formula**

**Power Point Presentation**

**HR Case Study**

**Employee Benefits**

**Survey**

**ERP Software Presentation**



# About Contacts

## CONTACT DETAILS:

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