

Policy: Weekly Trainings

PL No – 31

Issued On – 12/10/2020

Applicability – All Employees on Company Roll

Total Number of Pages – 1

On Regular intervals brief trainings will be organized by the HR Department. HR – HEAD shall head these trainings. Any other HOD also can deliver trainings related to their area of function. The duration of the training shall not be more than 2 Hours in one stretch. Each HOD will nominate every week 1-2 staff from their juniors for trainings. The maximum number nominated by HOD shall not be beyond 2 including self.

Following shall be subjects on which different trainings will be organized.

- 1- Organizational Ethics
- 2- Team Building
- 3- Time Management
- 4- Leadership
- 5- Govt. Acts and Rules applicable for the industry
- 6- Organizing
- 7- Improving Quality of Products
- 8- Hygienic Practices
- 9- Marketing & Public Relation
- 10-Sales
- 11-Resolving Conflicts
- 12-Human Behavior
- 13-Fire Safety Procedure
- 14-First Aid Procedure

Any other motivational training or trainings which shall help employees and the company.

Management approval will be mandatory for trainings delivered by outside organizations/trainers.

ok approved
Written By

Head – HR



Approved
Approved By

Management