

EMPLOYEE DEVELOPMENT AND TRAINING POLICY

1. Purpose

TechnoSphere India Private Limited is committed to supporting continuous learning and professional growth for all employees. This policy outlines the Company's approach towards periodic skills assessment, scheduling and delivery of training, budget allocation, reimbursement provisions, and post-training evaluation to foster a culture of development and excellence.

2. Scope

This policy applies to all employees of TechnoSphere India Private Limited across all levels, functions, and locations including full-time, part-time, contractual, and temporary staff.

3. Policy Statement

- The Company values employee development as a strategic priority to enhance capabilities, improve performance, and support career progression.
- Training and development initiatives will be aligned with organizational goals and individual career paths.
- Participation in training programs is encouraged and may be mandatory for certain roles or compliance purposes.
- Budget provisions will be made annually to support both mandatory and developmental trainings.

4. Training Needs Assessment

- Training needs will be identified through multiple sources including:
 - Performance appraisal outcomes.
 - Departmental goals and skill gaps analyses.
 - Employee self-assessment and career aspirations.

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- Business expansion and technological advancements.
 - HR, in collaboration with department heads, will finalize training priorities yearly.
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5. Training Scheduling and Delivery

- An annual Training Calendar will be prepared detailing programs, timelines, and target audiences.
 - Training modes may include:
 - Instructor-led classroom sessions.
 - Webinars and e-learning modules.
 - On-the-job training (OJT).
 - External workshops, seminars, and conferences.
 - Mentorship and coaching programs.
 - Job rotations and cross-functional assignments.
 - Training attendance and participation will be tracked and recorded.
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6. Budget and Reimbursement

- An annual budget will be allocated for training and development activities.
 - Employees seeking external training must obtain prior approval and may be reimbursed upon successful completion and submission of receipts.
 - Unapproved training costs will not be reimbursed.
 - Expenses related to travel, accommodation, and materials for authorized training will follow Company travel and expense policies.
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7. Post-Training Evaluation

- Feedback will be collected from participants and trainers to assess training effectiveness.
- Learning outcomes will be evaluated through tests, projects, or application on the job.
- HR will track performance improvements linked to training programs.

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- Continuous improvement of training content and methods will be based on evaluations.
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8. Roles and Responsibilities

- Employees:** Actively participate in assigned trainings, apply new skills, and identify personal development needs.
 - Managers:** Identify team development needs, support training requests, and provide feedback on effectiveness.
 - HR Department:** Plan, execute, and monitor training programs, manage budgets, and maintain training records.
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9. Compliance and Review

- The Policy complies with applicable labor laws and industry standards for employee training.
 - It will be reviewed annually or when significant changes in organizational strategy or legal requirements occur.
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Approved by: Board of Directors

Effective Date: Jan 2025

Review Date: Jan 2025