

**OT :-** The Purpose of Organizational Training is to support the Organization's Business Objectives and to meet the tactical training needs that are common across projects and support groups in the organization.

- Identification of Training needs
- Preparation of Strategic and Tactical Training Plan
- Identification of Internal and External Trainers
- Scheduling the Training
- Conduction of Training
- Maintenance of Training Records
- Analysis of Training feedbacks
- Maintaining the Talent map for skill inventory

[illegible]

## Organise training Event

Training Name	Date	Facilitator	Venue	Delivered	No. of Attendees	Action
Ext-001 - Training on Buck & boost technology by TI	May 20, 2022	Texas Instruments- Mr. Harmeet Singh	GL-Head office	Yes	11	Yes
Ext-002 - Training on UPLAC MOSFET in inverter Application by NRP	Jun 24, 2022	NRP-Anandharan Mangan	GL-Head Office	Yes	4	Yes
Ext-003 - Session on "Management of respiratory problems" - how to handle post Covid respiratory complication	Apr 30, 2022	Dr. Reddy Foundation	GL-Head Office	Yes	16	Yes
Ext-004 - Workshop on TDK Components by TDK India	Aug 02, 2022	TDK India Pvt Ltd, Mr. P. K. Kuri	GL-Head Office	Yes	7	Yes
Ext-005 - Workshop on BMS with Demo by Mithun Semiconductors	Aug 02, 2022	Mithun Semiconductors - Mr. Mahesh Chandra	GL-Head Office	Yes	3	Yes
Ext-006 - Webinar on Product Management by Head	Apr 05, 2022	Head-M. Manoj	GL-Head Office	Yes	2	Yes
Ext-007 - Cleanroom through Hygiene - Good Health - Great Life by Quality Council of India	May 07, 2022	NBQ/QC- Mr. A. Shankar	GL-Head Office	Yes	3	Yes
Ext-008 - Training on ESDS30 & 400T by Mr. Anandharan	Aug 20, 2022	Mr. Anandharan	GL-Head Office	Yes	1	Yes
Ext-009 - Session on Financial Literacy by Mr. Nishant Manager (External)	May 24, 2022	Mr. Nishant Manager	GL-Head Office	Yes	1	Yes
Ext-010 - Training on Google Calendar	Apr 16, 2022	Mr. Anand Jha (Internal)	GL-Head Office	Yes	3	Yes
Ext-011 - Training on Day work Management	Aug 24, 2022	Mr. Akya Kumar Mishra	GL-Head Office	Yes	5	Yes

## Attendance Sheet



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1					
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5	Training Name	Ext-001 - Training on Buck & boost technology by TI			
6	Date	May 20, 2022			
7	Facilitator	Texas Instruments- Mr. Harmeet Singh			
8	Venue	GL-Head office			
9	Delivered	Yes			
10					
11	Employee	Business Unit	Grade		
12	Chandrasekhar Sharma	Genus Innovation Limited	Deputy Manager		
13	Syoyam Sharma	Genus Innovation Limited	Assistant Manager		
14	Abhishek Kumar	Genus Innovation Limited	Engineer		
15	Raw Jindal	Genus Innovation Limited	Senior Engineer		
16	Rohit Kumar Sachan	Genus Innovation Limited	Engineer		
17	Dhivendra Rai	Genus Innovation Limited	Senior Engineer		
18	Adarsh Kumar Bainsa	Genus Innovation Limited	Engineer		
19	Vikash Sharma	Genus Innovation Limited	Engineer		
20	Deepesh Jain	Genus Innovation Limited	Assistant Manager		
21	Umesh Lohitkar	Genus Innovation Limited	Senior Engineer		
22	Mahesh Joshi	Genus Innovation Limited	Engineer		
23					

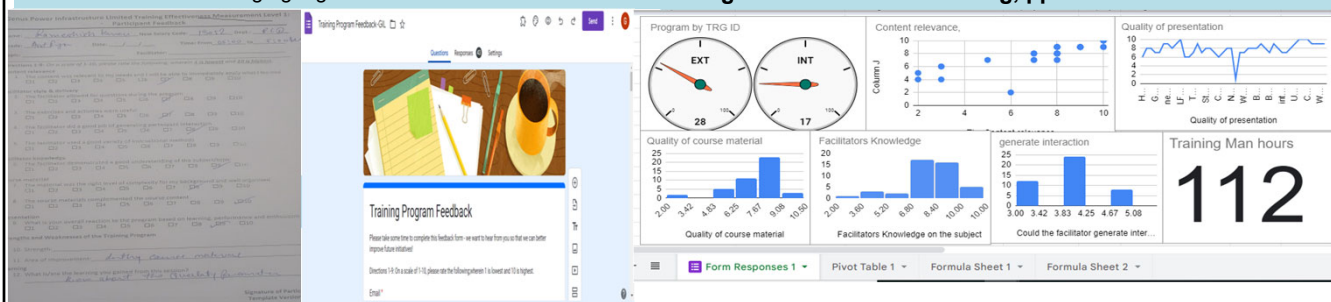
## G-form:-Feedback Response Sheet

Timestamp	Email Address	Training Name	Employee Name	Employee Code	Designation	Training Man hours	Content relevance	Facilitator knowledge	Facilitator interaction	Quality of course material	The content relevance	Quality of presentation	Average (Individual)	Strength of the program	Areas of improvement of the program	Learning	Trainer/Facilitator Name	Name/Employee Code	TRG ID
5/20/2022 18:02:37	syoyi.sharma@g	Ext-001 Training on Buck & boost technology by TI	syoyi	1500	assistant Manager	2	2	4	8	8	7	8	6	KNOWLEDGE UPGRADE	COMPONENT SELECTION OF BUCK AND BOOST	DESIGNING CONCEPT OF BUCK AND BOOST UPDATED	TI team		INT
5/20/2022 9:23:25	deepesh.jain@g	Ext-001 Training on Buck & boost technology by TI	deepesh jain	1419	1 Dy. Manager	2	4	4	9	9	9	9	7	NEW upcoming part knowledge	It was Ok	new part	TI employee		EXT, INT

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Earlier collected the feedback in hardcopy but after PQA evaluation we have design google form

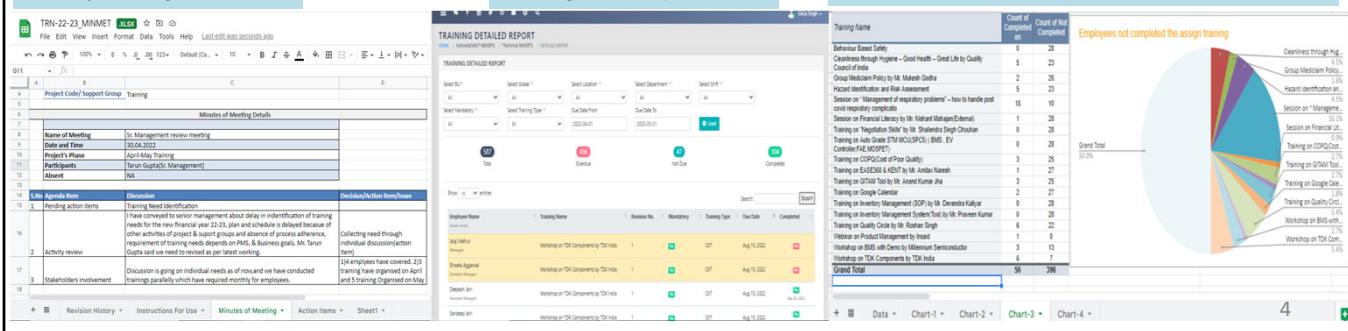
Maintain Training Records and Analyse Feedbacks  
Google Drive:- Video recording, ppt etc.



## Monthly meeting

## Training Detail Report

## Analysis of Training Data



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