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Luminous Infoways Pvt. Ltd.

N6/373, IRC Village, Bhubaneswar, Odisha

**Revision History**

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| Version (x.y) | Date of Revision | Description of Change | Reason for Change | Affected Sections | Approved By |
| V1.0 | Prativa Samal |  |  |  | Jayashree Mohanty |
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**Approval History**

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| Version (x.y) | Prepared By | Reviewed By/Date | Approved By/Date |
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# Objective

* To minimize the technical/functional gaps in the project.
* To make quality conscious and to understand the technical requirements in a specified timeframe.
* Establish goal-oriented measurement with a mechanism for continuous process improvement.
* Establish and maintain traceability between the selected sub-processes, quality and process performance objectives.
* Reduction of resource turnover and absenteeism.

# Scope

The scope of training depends upon the categories of employees to be trained. It provides a high level of planning.

* Study about the goal & objective of the training.
* Documents on the features and functionality of the product, service, or result
* Requirement of document.
* Constraints & Assumptions

# Training Capability

Training and assessment is delivered using a number of platforms which is easy to understand by the trainee. We are providing customized training materials, consulting & online modules based on the technical processes.

# Absenteeism

Trainee must understand the seriousness of a schedules training.

* Employees who sign up for training are mandatory to attend the entire program.
* Supervisor shall notify the employees who have not attended the training & fully responsible for their juniors during the training session.
* In case of emergencies, if the trainee unable to attend the training program, the supervisor must inform to the panel about the absence.
* Employees who miss the training session, will not be allowed to attend further sessions of that planned duration.
* All unattended training session shall be treated as absent & penalty shall be evoked for the same.
* Encouragement to good attendance and this shall be notify to the concern team & supervisor.

# Feedback

Feedback form shall be circulated among employees. This shall be filled up with the actual feedback with a note on satisfactory/improvements. Feedback shall be based on openness & transparency.

# Analysis

Effective training is considered as an important factor in determining the efficiency of a training which depends upon the capability of its employees. Training analysis to be truly effective, the training and development itself must be appropriate for the employee and the situation.

Methods have been applied to analyze the training session.

* Questionnaire
* Interview

Questionnaire: It consists of some questions in the form of multiple choices or rating scales which would be given to both the trainer and learner. In some cases this would also be given to the supervisors in order to evaluate the effectiveness of training regarding the learner.

Interview: Interviews can be either structured or unstructured. Structured interviews consist of predetermined questions where as unstructured questions starts with basic questions and would go on depending on the interviewer in response of the learner.

# Definition Acronyms and Abbreviations

NA

# References

* Business Objectives.
* Training Procedure.
* Human Resource Management Procedure.

# Strategic Training Needs Identified

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Period | Training Identified | Internal/External Training | Budget Allocated | Responsibilities |
| 1 | 13/06/2016 to 17/06/2016 | Good | Internal | Yes | HR Deptt. |
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