

Human Resources

EIF - 2024 Annual Training Plan AEP – Employees' Learning Satisfaction

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Outline

- Summary of 2024 ATP – Annual Training Plan
- AEP - Satisfaction Survey
- Details of Class Room Training Courses
- Details of Virtual Training Courses

Summary of 2024 ATP – Annual Training Plan

As per our collaboration, AEP employees participated in various training programs to enhance their skills and align company's goals focusing on "Technical & Behavioral" Courses.

This report captures the details of the trainings, participates feedback and key observations to support continues improvement at AEP's learning and development initiatives.

General Information:

- | | |
|-------------------------------|-------------------------|
| ▪ Training duration: | August – December, 2024 |
| ▪ Total No. of EIF Trainings: | 19 |
| ▪ Total No. of participants: | 24 |

AEP – Satisfaction Survey

Toward a better understanding of training effectiveness and participant needs, we at AEP has designed a satisfaction survey contains “5” factors as demonstrated in the below table along with a common rating scale includes:

- 1 = Strongly Dissatisfied
- 2 = Dissatisfied
- 3 = Neutral
- 4 = Satisfied
- 5 = Strongly Satisfied

Main Factors	Questions
1. Assessing Course Benefits	Did you find the course beneficial to your development?
2. Training Session Duration	Do you think the length of the training sessions was appropriate?
3. Trainer Effectiveness Evaluation	How successful was the trainer in covering the key concepts and materials?
4. Reflection on the learning Setup	Was the platform or facility conducive to an effective learning experience?
5. Quality of Training Materials	How would you rate the quality of the materials provided during the training?
6. Overall Satisfaction	How would you rate your overall satisfaction with the training experience?
<i>Additional Feedback</i>	<i>Share the strength and areas for improvements</i>

01

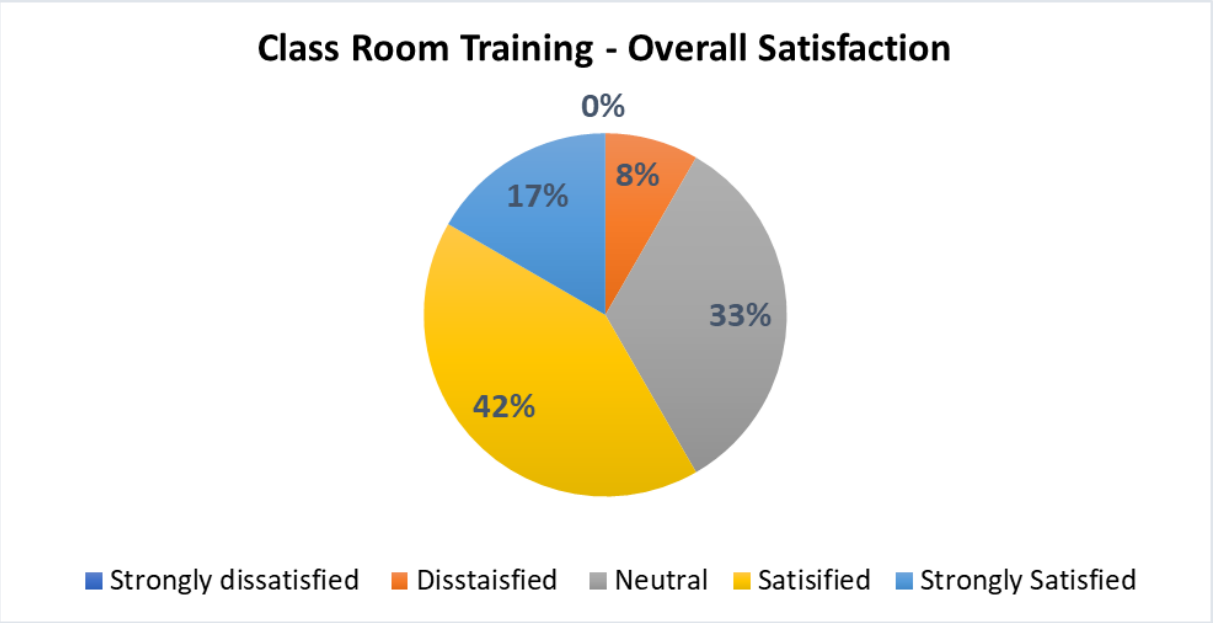
EIF Class Room Training

Class Room Training

42% is taking a place in ATP focusing on the Technical Courses as demonstrated in the below list:

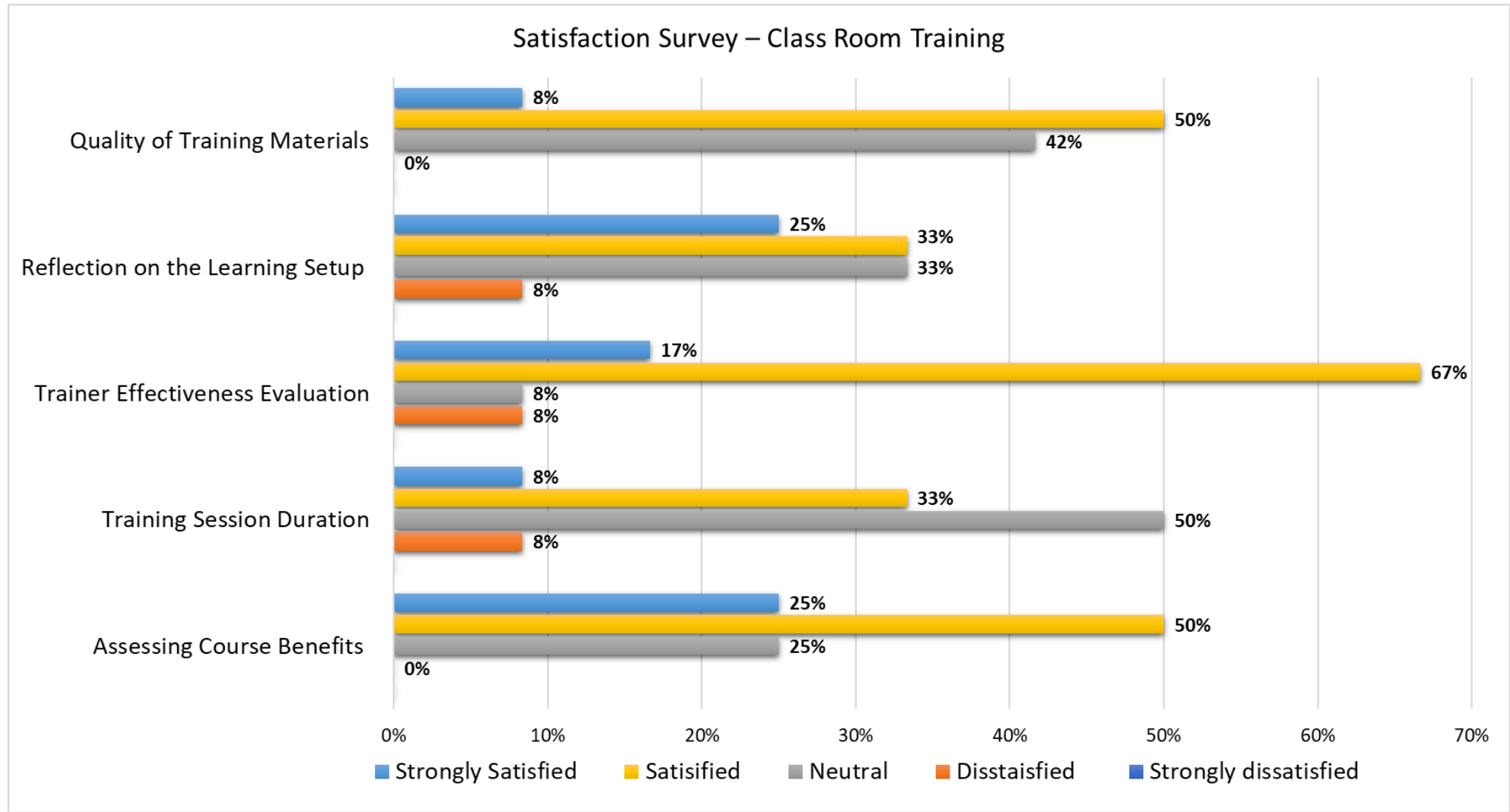
List of Trainings	Start Date
Fintech Fundamentals	02-Sep-24
Exploring the Habits of Highly Effective People	03-Sep-24
UX/UI Desgin	12-Sep-24
Data Consolidation & Analysis Using Excel	16-Sep-24
Designing & Delivering Effective Presentations	17-Sep-24
Introduction to ITL Concepts	08-Oct-24
Designing & Delivering Effective Presentations	21-Oct-24
Operational Risk Measurement & Mitigation Techniques	21-Oct-24

AEP Employees' Feedback →



Class Room Training – Satisfaction Survey

The satisfaction survey has been completed by **12 employees**, the chart is highlight their feedback:



Class Room Training - Comments

Overall, our employees are satisfied about the deliverable level with **57%**, were **43%** points to be considered:

Training Title	Positive Feedback	Areas for Improvement
Fintech Fundamentals	The course/materials covered was interesting and the trainer was good.	The session was too long and not as engaging or interactive.
UX/UI Design		I was eager to learn more about UX/UI design through the course, but unfortunately, it turned out to be quite inactive and unengaging. I had expected a more interactive experience, where we would use laptops to explore and understand the practical aspects of UX/UI design. However, the course didn't offer the hands-learning I was hoping for, which made it less interesting
Data Consolidation & Analysis Using Excel	The course material was beneficial specially for my career journey as it helps me growing my Excel program skills.	The course still felt somewhat boring. It lacked the level of engagement I was hoping for. I think they need to make the courses more interactive and provide more opportunities for hands-on, practical activities to keep participants actively involved and engaged
Designing & Delivering Effective Presentations	I found the session to be quite beneficial, especially since each attendee had the opportunity to present and receive personalized feedback. This interactive approach was very effective. Additionally, I learned several new techniques that I believe will be valuable in improving my presentation skills.	
Operational Risk Measurement & Mitigation Techniques	Really appreciating the trainer, benefit training	

02

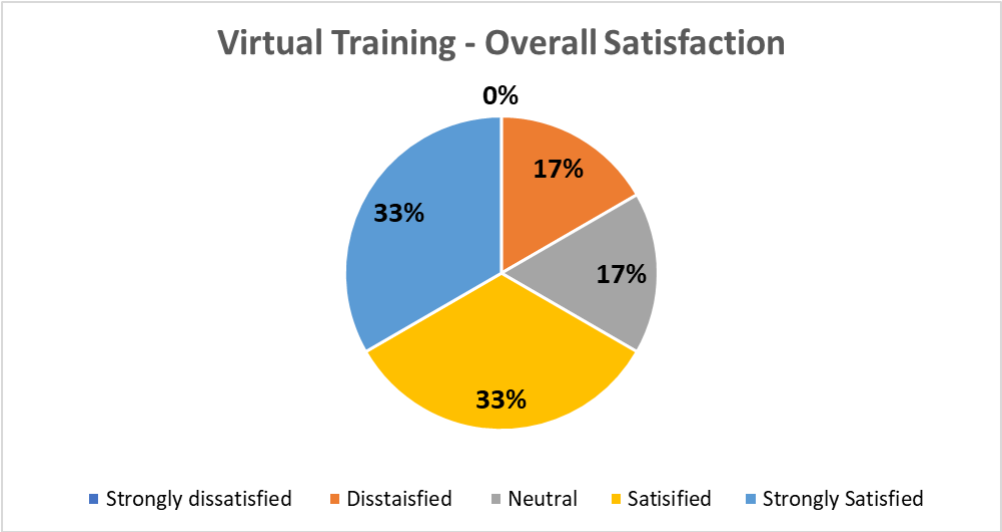
EIF Virtual Trainings

Virtual Training

58% is taking a place in virtual training focusing on the Technical & soft skills as demonstrated in the below list:

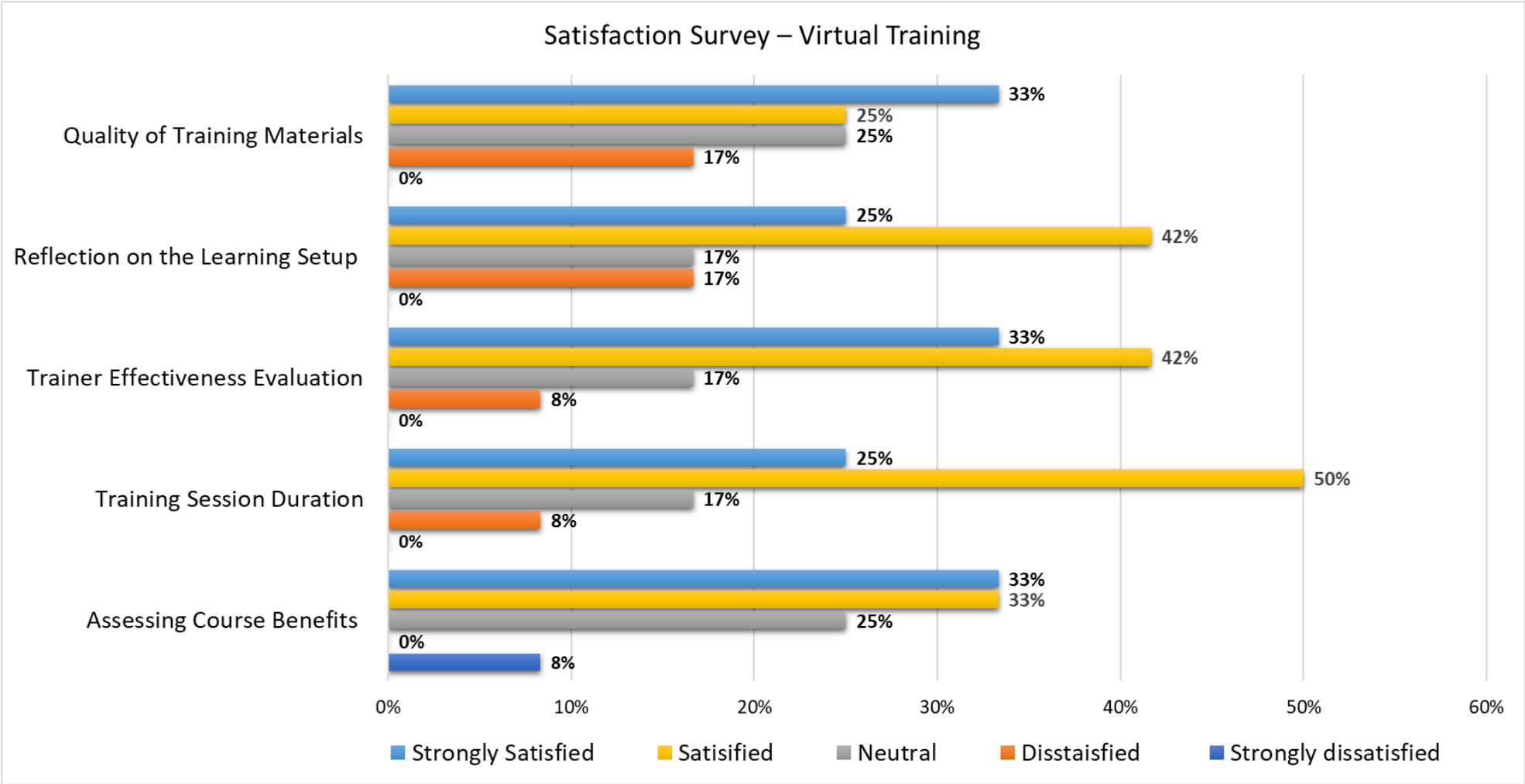
List of Trainings	Start Date
New Product Development Process	22-Aug-24
Data Story Telling and Decision Making for Managers	22-Aug-24
Emotional Interlligence for Professional Success	02-Sep-24
Basics of Business Process Management	23-Sep-24
Result Driven Performance	04-Nov-24
Profesional Email Correapondence	20-Nov-24
FinOps 101	21-Nov-24
Workplace Speaking Skills	25-Nov-24
Negotiation Skills	30-Sep-24
Personal Branding	05-Dec-24
Growth Midset for Leaders	06-Dec-24

AEP Employees’ Feedback →



Virtual Training – Satisfaction Survey

The satisfaction survey has been completed by **12 employees**, the chart is highlight their feedback:



Virtual Training - Comments

Overall, **60%** of employees’ feedback has been shared for EIF team’s action and **40%** of them are satisfied :

Training Title	Positive Feedback	Areas for Improvement
New Product Development Process		It was not very useful, but doing it virutally was very convenient
Data Story Telling and Decision Making for Managers		I found the session to be quite general and lacking in new information. Additionally, the explanations were not in-depth, which made it challenging to grasp the more complex aspects of the topic and I noticed that the trainer did not adhere to the scheduled time, which affected the overall flow and effectiveness of the session.
Emotional Intelligence for Professional Success		Session should be more interactive and livelier. Trainer should make it interesting rather than sitting in one place and narrate.
Negotiation Skills	The session was very engaging and interactive. The trainer ensured that all participants engaged despite the session was virtual. She used different methods to make sure we are all engaged throughout the 2Hrs of the session.	
Personal Branding	Excellent Course	



Thank You