



OPD_Training Policy

Document Details

Document Path	http://192.168.1.102:9073/Mindshare/5gpal/policies/OPD_Training Policy
Document Version	1.1
Document Date	November 15, 2008
Document Status	Final
Circulation Type	Internal
Circulation List	All@ 5G

**Revision History**

Ver No. & Date	Added/ Revised By	Content Added/ Changed	Reviewed / Approved By	App. Date	Broadcast Date	Effective Date
1.0 /Jan 15 2006	Sumitra Seshan	Creation of Base Document	Director			
1.1/Nov, 2008	5G PG Team	Adopted new naming conventions, Added sections on engineering documents etc,	Sumitra Seshan	Nov 15, 2008	Nov 30, 2008	Nov 30, 2008



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1. Purpose of the Document

This document is intended to explain the policies, plan and execution of the Training Activity that is followed by Fifth Generation Technologies India Ltd.

2. Overview of Training @ 5G

Continuous Learning and Improvement is one of the key attributes of a 5G employee. It has been mandated that every employee spend at least 15% of their productive time for learning newer skills and technologies that will directly impact their performance in the job. The training programs and processes that have been formulated for the employees therefore aim to not only improve their technical skills but also to enhance their soft skills so that they are able to perform well in their jobs.

3. Training Organization

The HR executive will be the key person who will Plan and Implement the Training programs. The HR executive along with the Product Director and the Technical Leads will collect the training needs of the individuals and based on the requirements develop a Training Plan.

The COO of the organization approves the Training Plan.

4. Training Programs

4.1 Formal Training Programs

4.1.1 Induction Program

Induction Programs are normally conducted once in two months and the program is designed to induct new employees into the Organization's process and procedure.

However in case of 'fresher recruitment' an induction program is planned during their first week of joining.

Following topics are covered as part of the Induction Program:

1. 5G Overview
 - a. Corporate Value
 - b. Mission & Vision
 - c. Policies Overview
2. HR & Administration
 - a. Admin Procedures
 - b. Leave Policies
 - c. HR Benefits



3. Career paths @ 5G
4. Z-Squad Policies and Quality Metrics
5. Overview of 5G Products
6. Overview of 5G Projects
7. IT User Training
8. Process Training

4.1.2 Language Training

As part of grooming the individuals to be 'Job fit', English Language Training has been identified as one of the primary training need and has been outsourced to a third party service provider.

4.1.3 Process Training

The Personal Software Process and Team Software Process are two training programs that have been designed by Software Engineering Institute, Carnegie Mellon University USA to help individual engineers to improve their performance by bringing discipline to the way they develop software. Based on the practices found in the Capability Maturity Model (CMM), the PSP can be used by engineers as a guide to a disciplined and structured approach to developing software.

Because 70 percent of the cost of developing software is attributable to personnel costs, the skills, experience, and work habits of engineers largely determine the results of the software development process.

The PSP shows engineers how to manage the quality of their products and how to make commitments they can meet. It also provides them with the data to justify their plans. The PSP can be applied to many parts of the software development process, including small-program development, requirement definition, document writing, systems tests, and maintenance and enhancement of large software systems.

The PSP has been shown to substantially improve the estimating and planning ability of engineers while significantly reducing the defects in their products.



4.2 Informal Training

4.2.1 In-House Seminars

Every Friday, a technical in-house seminar is conducted regularly by one of the employees of 5G. The goals of these seminars are two folds viz.:

1. To update the technical knowledge
2. To improve the presentation skills

The topics chosen for the program can be anything that is current and useful to the organization

4.2.2 Invited Guest Speakers

Every last Friday of the month, a Guest speaker is invited to speak in the seminar. The speakers are accomplished individuals in their chosen area of profession.

4.3 Training Programs conducted by Microsoft

The organization nominates engineers to the standard technical training sessions that Microsoft offers to preferred ISV vendors. These training programs are not pre-planned and are done as and when the training programs are scheduled by Microsoft.

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