1. You are a Bizz Skill Faculty. You see a drop in discipline at your center. You wish to inspire your participants to be more positive, motivated, and inspired while at work. Write an email motivating them to bring out their best at work.

From: Bizzskill@tcs.com

To: LG@tcs.com

Subject: Congratulations Your Progress Is Appreciable

Dear Associates,

I am delighted to see your performance in the training sessions, you have put in your good efforts.

The benefit of learning new things:-

1. You will get your desired project based on performance.
2. You can have a good appreciation and appraisal.
3. Your progress will be updated in your digital resume, which will lead to more visibility for the projects.
4. If your progress will be good, you will get a good rating during appraisals.
5. You have an opportunity to make double your salary by beating the competition of ELEVATE WINGS.

Feel free to contact me in case of any queries.

Thanks and Regards

Shyam Prasad Saini

Assistant System Engineer-Trainee

Tata Consultancy Services

3. You are an ILP associate. You have been using the canteen for a few weeks now. You wanted to share feedback with the canteen committee with some ideas to improve the quality of delivery. Write an email to the canteen committee sharing relevant feedback on how to improve the quality of food and service.

Subject: Feedback For Food And Service

Dear Canteen Committee Members,

I am quite happy with your service and food, Even enhancing some facility can make better to best of your food and service quality.

You and your people are humble and modest in terms of foodservice. still, I am giving some points for improvement in the quality of food.

1. You must make balanced spices in the recipe of food, Spices must be according to the order of food.
2. You must follow the covid precautions.
3. Your delivery process is too slow.
4. Your basin is not up to the marks.
5. You are charging more than its basic cost of the product.

Looking forward to seeing action on it

Best Regards

Shyam Prasad Saini

Assistant System Engineer-Trainee

Tata Consultancy Services

2. You are a Tech Faculty. You wish to share feedback with a participant who is struggling technically. Write an email sharing the feedback and motivating the participant to improve. Share practical tips that might help him improve technically.

Subject: Feedback of Technical Sessions

Dear Associates,

I am happy to see your performance, you have put in your good efforts in technical sessions, Even though you have to upgrade with the more advanced concept of XYZ Technology. Which will lead to you a good full-stack software developer.

Learning these technologies will be very helpful during your project duration.

Tips to improve skills:-

1. Do hands-on practice of every concept after learning it, apply all the logic which you have learned in the session.

2. Take the time for revision of the previously learned topic.

3. Do practice on hacker rank for real experience.

4. Solve a real-world problem with the help of learned skills.

Feel free to contact me in case of any queries.

Thanks and Regards

Shyam Prasad Saini

Assistant System Engineer-Trainee

Tata Consultancy Services