

	Organization Name:	Document No:	QUXAT/HR/F/13
Title	Staff Training Schedule	Page No:	Page 1 of 1

Employee Name:**Emp No/Biometric ID:****Department:****Designation:**

Sr. No	Training Topic	Date	Trainer Name	HR Sign
1	Induction & Orientation Program			
2	Mission & Vision			
3	Employee Safety			
4	Waste Management			
5	Document Management			
6	Material Management			
7	Fire Prevention & Safety			
8	Management Systems			
9	Quality Indicators			
10	Employee Appraisal Process			
11	Mock Drills			
12	Employee Disciplinary Process			
13	Ethics & Confidentiality			
14	Organizational Procedures & Policies			
15	Basic Life Support Training			
16	Emergency Codes			
17	Client Grievance Redress Process			
18	Employee Benefits			
19	Leave Policy			
20	Cost Reduction			
21	Art of Living & Motivation classes			
22	Work Life Balance			
23	Stakeholder Management			

Note: All staff should undergo the mandatory training sessions as per their job description. Staff training should be monitored by the HR department and refresher training should be conducted every year. The Staff training form should be retained in the staff personal file for records.

Issue No:	Issue Date:	Amend No:	Amend Date:	Copy No:
Prepared/Issued by:	Quality Manager	Approved by	Managing Director	