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|  | 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.

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