

Document Identification

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Author(s)	Rabindra
Approver(s)	souvik
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REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/2013	Initial Release	Rabindra	Souvik

1. POLICY PURPOSE

The Purpose of this policy is to provide the framework for the training and development function in the organization. It is our belief that through systematic and effective training domestic & Overseas we will develop highly competent employees who can contribute to the goals of the organization.

2. POLICY SCOPE

This policy is applicable to all employees.

3. POLICY DESCRIPTION

➤ Policy Statement

- Training activity must be directed towards the achievement of specific organizational goals and objectives.
- Training acts as a change agent. As the organization constantly re-aligns herself in the face of competition, training acts as a catalyst and actively facilitate the required behavioral change.
- Management support is critical to ensure the success of any training programme. All departments are required to support the training programmes of their staff in a proactive and systematic manner. Being systematic in training is no different from being systematic in any other areas of business, it involves:

Assessing: Identifying problem areas where training can provide the solution.

Planning: Ensuring that the training is directed at high priority areas for greatest effect and best return.

Implementation: Carrying out the training, by controlled processes.

Reviewing: ensuring that the planned training has achieved its purpose, and that any experience gained, is fed back to improve and amend futures plans.

- Employees are responsible to develop their own competence. If there is any area where there is a skill discrepancy, the employee has to ensure that he/she discusses with the superior the necessary course of action to be taken to rectify the skill discrepancy.
- In order for training to be effective all employees must approach training with a positive and responsible attitude. It is the responsibility of every employee to evaluate what they have learnt and implement the changes that will improve the company's performance. In other words, training must lead to greater personal and organisational effectiveness.
- Every employee must continuously demonstrate improved level of performance after having attended the relevant type of training. This commitment by the employee will assure management that training is an investment that leads to greater organisational per-

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formance.

- The training budget and priority should be fairly allocated to every employee in accordance to their job and developmental needs. We should avoid a situation where certain employees are overly trained and thereby reducing training opportunities for others.
- For greater cost effectiveness and relevancy, we strongly encourage an environment whereby in-house programs are developed and then shared with other staff. External programs will only be considered when in-house program is not available or not economically viable. In this respect, all superiors are expected to coach and guide their subordinates to the desired level of performance.
- The training of employee should be conducted before the employee is expected to work independently. In the event that it is not possible to do so, training should be conducted in the earliest possible time.

4. POLICY DEPLOYMENT

The policy is deployed at all departments at all locations inKreatio software applications by managers/supervisors responsible in coordination with HR department.

5. POLICY REVIEW

This policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.