# Employee Training & Development Policy - India

## 1. Purpose

To provide a structured framework for enhancing employee knowledge, skills, and performance through continuous training and development initiatives.

## 2. Scope

This policy applies to all employees — permanent, probationary, contractual, and interns.

## 3. Objectives

- Support career growth and professional development
- Enhance employee productivity and engagement
- Ensure compliance with statutory and industry-specific requirements
- Prepare employees for leadership and succession planning

## 4. Types of Training

- Induction & Orientation: For new employees to understand company values, policies, and culture.
- Functional/Technical Training: Job-specific skills and knowledge.
- Compliance Training: Covering POSH, safety, data protection, and labor law requirements.
- Soft Skills Training: Communication, teamwork, leadership, and customer service.
- Leadership Development: For employees identified as future leaders.

## 5. Training Process

- Training needs will be identified through performance reviews, manager recommendations, and organizational goals.
- Employees may be nominated by managers or apply for training with HR approval.
- External training programs require prior approval from HR and management.

## 6. Roles & Responsibilities

- HR Department: Identify training needs, plan sessions, track attendance, and maintain records.
- Managers: Nominate employees, support skill development, and evaluate effectiveness.
- Employees: Actively participate in training and apply learnings to work.

## 7. Budget & Approvals

- The company will allocate an annual training budget.
- External courses, certifications, and workshops will be approved on a case-by-case basis.

## 8. Evaluation & Feedback

- Feedback will be collected after each training session.
- Effectiveness will be measured through assessments, performance improvement, and employee feedback.

## 9. Non-Compliance

Failure to attend mandatory training sessions may result in disciplinary action.

## 10. Review & Amendments

This policy will be reviewed annually to align with business needs and industry practices.