



हिल (इंडिया) लिमिटेड, उद्योगमंडल

H I L (INDIA) LIMITED, UDYOGAMANDAL

05.04.2019

INTERNAL TRAINING CALENDAR FOR THE YEAR 2019-20

Sl. No.	Month	Target Group	Subject	Remarks
1	April	M&S	Occupational Health and Safety Management System	
2		Workmen		
3	May	M&S	Work place Improvement (i) Productivity (ii) Waste Control (iii) Cost Reduction (iv) Team work (v) Knowledge Management	
4	June	Workmen	Performance Management (i) Goal setting for peak performance (ii) Performance excellence (iii) Work ethics (iv) Motivation for Performance excellence (v) Performance evaluation (vi) Team effectiveness	
5	July	Women employees	Law Relating to women (i) Sexual harassment at workplace against women Act (Prevention, Prohibition and redressal) (ii) Prevention of Domestic Violence Act – 2005	
6	August	M&S	Communication Skills	
7	September	M&S	Quality Systems & Total Quality Management (i) TQM – Concept & approach (ii) Kaizen and 5S (iii) Six Sigma (iv) TPM	
8	October	Workmen (for Trade Union Leaders)	Labour Laws (i) Industrial relations (ii) Legislations (iii) Wages Legislations (iv) Social Security Legislations	
9	November	M&S and workmen	Disciplinary proceedings	
10	November	Workmen	Environmental Management System (i) Need and Significance of Environment ethics (ii) Green path for sustainable growth (iii) Role of Social partners in industry for the protection of environment (iv) An overview of legal and administrative aspects in Environmental protection (v) A comprehensive planning for Environmental Development – ISO-14000	
11	December	M&S	Work-life balancing (i) Work-life balance - concept, problems and solutions (ii) Managing Time for WLB (iii) Stress Management life styles and power of positive thinking	
12	December	Employees due to retire on 2020	Pre - Retirement Counseling	
13	January	OJT & temporary employees	Soft skills (i) Effective communication (ii) Strengthening Creativity (iii) Sharpening brain power and memory (iv) Stress Management	
14	February	Workmen	Soft skills (i) Effective presentation (ii) Time Management (iii) Goal Setting & Goal getting (iv) Decision making and problem solving	

*In addition to the above, employees will be nominated for External Training programmes - based on the relevance of training programmes offered by various Institutions.

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DY. GENERAL MANAGER (HR&ADMN)

Subject:- In house training program calendar for the year 2019-2020 Rasayani Unit.

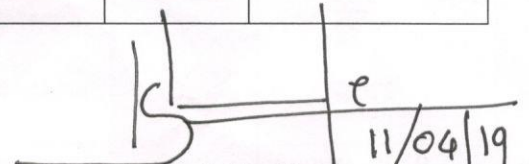
It is schedule to organized in house training program for the calendar year for the 2019-2020 at training hall with our internal faculty.

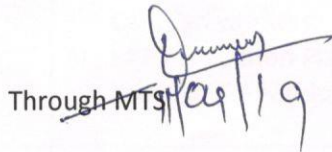
Sr. No	In-house Training Program	Participants	No of program	Faculty	Duration	Month
1	a) <u>Hazardous Chemical Handling</u>	Employees	01	Internal	2 hrs	April -2019
	b) Investment & Insurance before & after Retirement	Employees	01	Internal	2 hrs	April -2019
2	a) Health Care for women employees	Employees	01	Internal	2 hrs	May -2019
	b) Prevention from TB, Malaria, Typhoid and Diabetes	Employees	01	Internal	2 hrs	May -2019
3	a) Boiler Maintenance steam trapped etc	Employees	01	Internal	2 hrs	June -2019
	b) Health Care for Male employees	Employees	01	Internal	2 hrs	June -2019
4	a) New ideas about Increase productivity at work place.	Employees	01	Internal	2 hrs	July -2019
	b) Tender Procurement Policy	Employees	01	Internal	2 hrs	July -2019
5	a) Health & Safety for Mathadi worker, Contract labours & Canteen workers.	Employees	01	Internal	2 hrs	August -2019
	b) SAP Production Planning Training (PP Module)	Employees of Production Dept	01	Internal	2 hrs	August -2019
6	a) SAP Material Management Training (MM Module).	Employees of Prodn/Engg/ Commercial	01	Internal	2 hrs	September -2019
	b) SAP Sales and Distribution training (SD Module)	Employees of commercial.	01	Internal	2 hrs	September -2019
7	a) Awareness on General Financial Rules 2017.	Employees	01	Internal	2 hrs	October -2019
	b) Lecture on Swaccha Bharat Abhiyan	Employees	01	Internal	2 hrs	October -2019
8	a) IMS Awareness.	Employees	01	Internal	2 hrs	November -2019
	b) <u>Hazardous Chemical Handling</u>	Employees	01	Internal	2 hrs	November -2019

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9	a) Government e-Market GeM. The public Procurement an end to end online market place for central govt public section undertaking (CPSUS) for procurement of common use good & services.	Employees	01	Internal	2 hrs	December -2019
	b) Self Development	Employees	01	Internal	2 hrs	December -2019
10	a) Team Building	Employees	01	Internal	2 hrs	January -2020
	b) Practical Demonstration of portable fire extinguishers & safety training.	Employees	01	Internal	2 hrs	January -2020
11	a) Health Hygiene and its prevention	Employees	01	Internal	2 hrs	February-2020
	b) Emergency Handling & Use of Self contained breathing apparatus	Employees	01	Internal	2 hrs	February -2020
12	a) Health and Sports.	Employees	01	Internal	2 hrs	March-2020
	b) Industrial Safety Program.	Employees	01	Internal	2 hrs	March -2020


 Shashank Wankhade
 AM (Marketing)
 11/04/19


 Through MTS
 11/04/19

Manager (HR&A)

HIL (INDIA) LIMITED, CORPORATE OFFICE / BATHINDA UNIT

Proposed Internal Training Calendar for the Year 2019-20

Sl. No.	Month	Duration/Date	Target Group	Venue	Programme Title	Programme Director
1	June	2 days, 20th & 21st June'19	Middle/Senior	Corporate Office	Corporate Governance	Internal faculty
2	July	2 days, 25th & 26th July '19	Middle/Senior	Corporate Office	Leadership and enablers of achieving business excellence	Internal faculty
3	August	2 days, 08th & 09th Aug'19	Lower/Middle	Corporate Office	GST Implementation Issues & Challenges	Internal faculty
4	August	2 dyas, 22nd & 23rd Aug'19	Middle/Senior	Corporate Office	Contract Management & Negotiation Skills & Strategies	Internal faculty
5	September	2 days, 19th & 20th Sep.'19	Middle/Senior	Corporate Office	Retention, Rewards and Recognition Management	Outside faculty
6	October	2 days, 24th & 25th Oct.'19	Lower/Middle	Corporate Office	Cost Optimization in CPSEs	Internal faculty
7	November	2 days, 21 & 22nd Nov'19	Lower/Middle	Corporate Office	Competency Building for Effective Leadership Roles for New Managers	Outside faculty
8	December	2 days, 19th & 20th Dec'19	Middle/Senior	Corporate Office	CSR and Sustainability	Internal faculty
9	January	2 days, 23rd & 24th Jan'20	Middle/Senior	Corporate Office	Artificial Intelligence & its possible implementation in Indian Context	Internal faculty
10	February	2 days, 20th & 21st Feb'20	Lower/Middle	Corporate Office	HR Audit & HR Analytic	Internal faculty
11	March	2 days, 05th & 06th March'20	Middle/Senior	Corporate Office	Employer Branding: Turning organizations into Brands	Outside faculty
12	March	2 days, 19th & 20th March'20	Senior	Corporate Office	Building Corporate Strategy for effective CSR	Outside faculty

