

POORNIMA FOUNDATION, JAIPUR

Training Program for Attendants– 2016-17

REPORT

Training allows employees to acquire new skills, sharpen existing ones, perform better, increase productivity and be better leaders. Since an organization is the sum total of what employees achieve individually. Every individual has some shortcomings and training and development helps employees iron them out and with such Motivation foundation has structured a special Training program for the attendants.

The training was coordinate by Dr. Gautam Singh, Chief Proctor and Registrar, PIET and was scheduled on the date of December25-26, 2016 at the G-46, Poornima University, the duration of training was Twelve hours and the areas covered were basics like rules and regulation, duties and many more. Total 35 attendants were present. The first Module was of one & half hr. and was addressed by Mr. Praval Pratap Singh, (Yoga's expert) he discussed about Yoga's & its benefit for good health. The Second Module was taken by Mr. Deepak Moud, he discussed about the basic rules and regulations of an attendant. The rules were like uniform, behavior, responsibility honesty, Information and for most duty place. Lecture was to show them values of being honest to your working place and to teach them the importance of behavior and mostly the positive attitude towards the job and the Institution.

The Third Module was addressed by Mr. Amit Gupta and he started from where the previous one ends as Duties of an attendant. The main focus areas of lecture was to define their pin pointed duties like obey the directions of concerned officer, maintain the cleanliness, check for water taps & water coolers regularly, talking and handholding of absent colleague, aid with other workers like electrician and plumbers and helping out the organization on big events like college fest and placements.

On second day, Mr. Ashwini Lata took a session on Journey of Poornima Foundation & shared information about the PF authorities. The Fourth Module of this training was on qualities of preferred employee which was taken by Mr. Sanjay Gupta. The lecture was of one & Half hr. and speaker listed the qualities that are required in a preferred employee, here Mr. Gupta noted that not only for a better employee but even for a good man you must be a good listener, should always accept the challenges and must be willing to step up and do their part for the team.

The Fifth session was of Mr. Jitendra Kumar, an expert from Hotel management and the area to be focused was Demonstration of using cutlery in serving. He proved himself to be an expert of his vicinity by showing the attendants, how to use cutlery and the best ways to serve the water and other food items. The Six Module addressed by Dr. Gautam Singh , Why an attendant needs training? & career plan of attendants. Mr. Singh focused that a person can plan his/her career by doing the day to day updating in the work with full dedication & concentration. This was the last session of the training and after this everybody was excited about the learning's of training and to improvise them in their day to day life and all the speakers was also satisfied with such listeners and keen learners.

High lights of Attendants Training:



