



# POORNIMA FOUNDATION

## **Training Program for Attendants PASSPORT – 2016**

Academic Session – 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 July 11, 2016 at the NB-31, PIET, the duration of training was seven hours and the areas covered were basics like rules and regulation, duties and many more. Total 30 attendants were present. The first lecture was of one hr. and was addressed by Dr. Gautam Singh, 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 Lecture second 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.

The third lecture of this training was on qualities of preferred employee which was taken by Mr. Mohit Sharma. The lecture was of one hr. and speaker listed the qualities that are required in a preferred employee, here Mr. Sharma 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 forth session was of Mr. Tejeshwar Singh, an expert from Hotel Rajputana Sheraton 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 fifth and the final session was of Mr. Aditya Sharma was cancelled due non availability of time. 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.