

Training module



The training material is developed for the soft skills training during New Employee Orientation in any organization. New employee orientation programs give new employees the basic training and information they need to help them blend with and work in the new organization. The following program is designed as a three-day induction program conducted by a third party organization for an organization in which the new employees have been recruited.

Appendix 1. 1 Objectives of Training Develop individual skills Enhance competence of employees Assured career progression Section 2 Topics of Training Appendix 2. 1 Safety Training Importance of Safety Safety System of the Organization Appendix 2. 2 Business Communications Communication model, Barriers to communication Body Language Activities : E-mail writing, Official reports, telephone etiquettes, video conferencing Appendix 2. 3 Team Building Importance of team Organization structure Activities and Games Appendix 2. 4 Professional Ethics Essential Professional Ethics Appendix 2. 5 Attitudinal Development Personalities and Attitudes Johari Window Appendix 2. 6 Leadership Skills and Motivation Needs, motives and motivation Styles of Leadership Activity and Games Appendix 2. 7 Time and Stress management Importance of Time management in organization Stress Management for professionals Appendix 2. 8 Decision Making Activity and models of decision making Section 3 Prerequisites Appendix 3. 1 Participants Names and details of participants should be provided by the organization.

Maximum number of participants should not exceed 25. Appendix 3. 2 Infrastructure and facilities Conference hall, Projector, Interactive boards, laptop and other infrastructure should be made available according to number of participants. Appendix 3. 3 Training material and handouts Preparation, printing and distribution of handouts and material of training and activities as required. Appendix 3. 4 Stationery Writing material, note-pads for participants to be arranged and provided. Appendix 3. 5 Arrangement for food and refreshments

The organization will take care of arrangement of food and refreshments of participants Appendix 3. 6 Feedback forms Feedback is essential for both the trainers and the organization. A well formulated feedback form will be used for response of participants Appendix 3. 7 Evaluation forms Based upon the participation and performance of the participants they will be evaluated. This evaluation would stand crucial for the organization.