

VEDANT ENERGY SOLUTIONS LLP

INDUCTION TRAINING PROGRAM

NAME OF EMPLOYEE :

JOINING / TRANSFER Date:

POSITION :

TRAINING MATTERS	TRAINER	DATE/TIME	REMARKS
<ol style="list-style-type: none">1.Introduction and brief history of Vedant Energy Solutions LLP, Aurangabad.2. Showing the office and introduction of DH's3. Office norms and rules and regulation of factory4. Service and market information5. briefing on activities of Quality control dept.6. Briefing of Audit.7. Briefing of office activity8.Training on relevant responsibility.9. ISO 9001:2015 awareness.10.One on one discussion and concluding remarks			

Note : Induction training should be completed preferably in the 1st week of employment

VEDNAT ENERGY SOLUTIONS LLP

INDUCTION TRAINING

NAME OF EMPLOYEE :

JOINING / TRANSFER Date:

POSITION :

Activities	Date	By	Sign
Introduction to Staff			
Introduction to Company's activities / system			
Explaining of responsibility and expectation			

VESL/HR/6