10/10/2024

To
Whomsoever it may concern

We at convergent systems provide following training and induction to employees

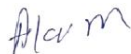| SESSION	SUGGESTED CONTENT OF SESSION
Person Responsible – Line Manager	• Mission, Vision, Objectives of work area • All key operational and social areas to be visited. (e.g. Offices, Labs, Catering Facilities, Bank, Library)
Introduction to other members of staff *Person Responsible – Line Manager*	• Go through organisation chart • Discuss roles and responsibilities of staff in general terms. • May also want to extend time to allow visits to key contacts out with work area.
Introduction to the other teams within the Work area (if appropriate)	• Purpose/Activities of the other teams/work areas • How the team fits in to the work area
Terms and Conditions	• Ensure new start has viewed and understood information contained in the Information for New Employees this contains important information on terms and conditions.
Performance Standards	• Outline specifics of job role – (job description) • Define goals, objectives, and expectations • Review probation and performance and development review/ ADR/ appraisal process.
Culture of the Work area	• Make new start aware of local arrangements regarding hours of work, holiday requests, sickness procedure, after hours working, dress code, lunch arrangements, etc. • Other procedures e.g. internet and e-mail usage, transportation and parking, etc.
Job Specific Training and Development	• Role specific development needs should be reviewed and a suitable programme of training should be planned that aligns the individual's skills to their core duties.

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Person Responsible	• Staff with line management responsibilities should be clear as to their duties and attend any relevant training. • Outline the use of annual performance and development reviews/ ADR as one method for determining ongoing role specific development needs. • Review use of personal development planning tools (i.e. PDP)
Health and Safety	• Physical – fire exits, fire alarms, fire evacuation procedure, fire-training arrangements, manual handling, first-aid arrangements, VDU usage, and other arrangements as required.
Safety	Employee is introduced to all safety norms also they are introduced to all safety equipment and safety drill carried out on 1th may 2024
Monitoring and Evaluation	• It is important that the Induction programme is monitored and reviewed. • Throughout the period regular review meetings should be held and any adjustments made. • See sample templates to support this process: Checklists, Evaluations.
Probation	• For new staff the Probation Policy will apply

ATTENDEES

Sumeshwar Jaswal

Alam ansari

Rahul Bandgar

For CONVERGENT SYSTEMS

PROPRIETOR