

Training Calender Mid January 2022 - Mid March 2022

Sno	Training Name	Objectives of the Training	Mode of Training	Start Date	Start Time	End Date	End Time	Duration	Batch Size	Target participants	Faculty / Facilitator	Program Coordinator
1	Effective use of IT applications and Customer Portals"	Minimizing any productivity losses associated with IT applications, Printer & Portals	Webinar	19-Jan-22	10:00	19-Jan-22	13:00	3 hrs	20-25	R&D Employees	Atul Gole / Nitin Josalkar	Manisha Dongardive
2	Emergency Preparedness and Response plan (EPRP)	EPRP Requirement, Mock rehearsal, evaluation and employee awareness	Webinar	20-Jan-22	15:00	20-Jan-22	17:00	2 hrs	20-25	Emergency Preparedness Team members	Sunil sonar	Piyush Jaiswal
3	Code of conduct	To know about the company's principles, standards, and the moral and ethical expectations that employees and third parties are held to as they interact with the organization.	Webinar	20-Jan-22	10:00	20-Jan-22	12:00	2hrs	25-30	For New joiners - -Mandatory Training (will be covered through multiple Batch's) Training Invite will be shared directly with the participant by L&D Team	Rhea Jain	Gandhali Mahajan / Shivani Pote
4	Legal for Non-Legal – Basics of Commercial Contracts	Understanding Basics of Commercial Contracts	Webinar	20-Jan-22	14:30	20-Jan-22	16:30	2hrs	25-30	Plant Operation Team	Kaustubh Ratnaparkhi & Lalit Soman	Gandhali Mahajan/ Shivani Pote
5	Vehicle dynamics	Basic theory of vehicles, Introduction, Understanding Principles & concepts of Vehicle dynamics	Webinar	21-Jan-22	14:30	21-Jan-22	16:30	2 Hrs	15-20	R&D & Plant Employees	Suryanarayana Murthy	Manisha Dongardive
6	Embedded system	Basics Of Embedded System	Webinar	21-Jan-22	14:30	21-Jan-22	16:30	2hrs	25-30	Employees from SQA, purchase, VCD, Marketing, Recruitment	S.D. Sharma	Gandhali Mahajan /Shivani Pote
7	Communication Skill batch-3	Basics of communication, 7Cs, public speaking, assertive communication, Body language	Webinar	24-Jan-22	14:30	24-Jan-22	17:30	3hrs	25-30	Engineers / officer, section heads	Kush Kumar	Gandhali Mahajan /Shivani Pote
8	Basics of ABS	Explaining Basics of ABS	Webinar	24-Jan-22	11:00	24-Jan-22	13:00	2hrs	25-30	Employees from SQA, purchase, VCD, Marketing, Recruitment	Saurabh Jain	Gandhali Mahajan /Shivani Pote
9	Understanding Legal Metrology Provisions	Understanding Legal Metrology Provisions	Webinar	25-Jan-22	14:30	25-Jan-22	16:30	2hrs	25-30	Employees from Marketing	Lalit Soman	Gandhali Mahajan /Shivani Pote
10	Time management	Fighting 'Time Wasters' and overcoming procrastination, work life balance	Webinar	27-Jan-22	14:30	27-Jan-22	17:30	3hrs	25-30	Engineers / officer, section heads	Kush Kumar	Gandhali Mahajan /Shivani Pote

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11	Forex Hedging/Policy/Board Directions	To explain the Board approved hedging policy, how it is implemented in ETL. How risks are managed through the process.	Webinar	27-Jan-22	16:30	27-Jan-22	17:30	1hrs	25-30	Plant Purchase, Plant Accounts, Corporate Accounts	Rajkumar Mundra	Gandhali Mahajan /Shivani Pote
12	Machine Guarding	Awareness on Machine Guarding requirements	Webinar	27-Jan-22	15:00	27-Jan-22	17:00	2 hrs	20-25	Plant EHS / Operations Team/Maintenance Team	Piyush Jaiswal	Piyush Jaiswal
13	Cash planning: Plant Purchase	To share process of cash projections and planning. To discuss how inputs from various teams help us decide quantum of investment or borrowing.	Webinar	28-Jan-22	16:30	28-Jan-22	17:30	1hrs	25-30	Plant Purchase, Plant Accounts, Corporate Accounts.	Rajkumar Mundra	Gandhali Mahajan /Shivani Pote
14	Incidence Investigation Procedure	Objective of an incident investigation is to prevent future incidents	Webinar	28-Jan-22	15:30	28-Jan-22	17:30	2 Hrs	30-35	R&D Employees	Nitin Bawankar	Manisha Dongardive
15	Result Orientation Batch-2	Effective delegation, conflict resolution, effective performance dialogue, priority matrix, planning & goal setting, decision making techniques	Webinar	02-Feb-22	14:30	03-Feb-22	17:30	3hrs	25-30	Engineers / officer, section heads	Kush Kumar, Rajeev Sharma	Gandhali Mahajan /Shivani Pote
16	Incident / Accident Reporting & investigation	Awareness on Incident & Accident reporting and how to do Investigation	Webinar	03-Feb-22	15:00	03-Feb-22	17:00	2 hrs	20-25	Plant Section Heads/HODs', Plant EHS team	Sunil Sonar	Piyush Jaiswal
17	Code of conduct	To know about the company's principles, standards, and the moral and ethical expectations that employees and third parties are held to as they interact with the organization.	Webinar	03-Feb-22	15:00	03-Feb-22	17:00	2hrs	25-30	For New joiners - -Mandatory Training (will be covered through multiple Batch's) Training Invite will be shared directly with the participant by L&D Team	Internal Trainer	Gandhali Mahajan /Shivani Pote
18	Behavioural Base Safety	Impact On Organisation How To Improve It	Webinar	07-Feb-22	15:00	07-Feb-22	17:00	2 hrs.	20-25	Plant Engineers, Plant Section Heads/HODs'	Amarjeet Khatkar	Piyush Jaiswal
19	Communication Skill batch-4	Basics of communication, 7Cs, public speaking, assertive communication, Body language	Webinar	07-Feb-22	14:30	07-Feb-22	17:30	3hrs	25-30	Engineers / officer, section heads	Kush Kumar	Gandhali Mahajan /Shivani Pote

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20	7 QC Tools - Fishbone Diagram & Control Chart	Overview of 7 QC tools, Fishbone (or Ishikawa Diagram) - the most popular root cause analysis tool, Do's & Don'ts of Fishbone Diagram, linkage of Fishbone with Process maps Purpose of control charts - analysing data over time, identifying special and common cause variations, control charts for continuous & attribute data	Webinar	08-Feb-22	14:30	08-Feb-22	17:30	3hrs	25-30	Engineers and section heads in Operations	Rajeev Sharma	Gandhali Mahajan /Shivani Pote
21	HIRA & Aspect Impact	Awareness on how to do HIRA & Aspect Impact study	Webinar	10-Feb-22	15:00	10-Feb-22	17:00	2 hrs	20-25	Plant Section Heads/HODs', Plant EHS team	Amarjeet Khatkar	Piyush Jaiswal
22	Mutual Fund investments/Policy/Board Directions	To have the awareness among the team about the investment policy of Company and to ensure investments are as per the investment policy	Webinar	10-Feb-22	16:30	10-Feb-22	17:30	1hrs	25-30	Corporate Accounts, Corporate MIS, Legal & Secretarial.	Rajkumar Mundra	Gandhali Mahajan /Shivani Pote
23	Legal for Non-Legal – Basics of Commercial Contracts	Understanding Basics of Commercial Contracts	Webinar	10-Feb-22	14:30	10-Feb-22	16:30	2hrs	25-30	Employees from sourcing Department	Kaustubh Ratnaparkhi & Lalit Soman	Gandhali Mahajan /Shivani Pote
24	Awareness session on RLDA - Road Load Data Acquisition	Practical session for Suspension RLDA activity	On site	10-Feb-22	14:30	10-Feb-22	17:30	3 Hrs	30-35	R&D Testing team	Kishor Kothe	Manisha Dongardive
25	Understanding Legal Metrology Provisions	Understanding Legal Metrology Provisions	Webinar	11-Feb-22	14:30	11-Feb-22	16:30	2hrs	25-30	Employees from store function of plant	Lalit Soman	Gandhali Mahajan /Shivani Pote
26	Insurance cover	To avoid business loss	Webinar	11-Feb-22	16:30	11-Feb-22	17:30	1hrs	25-30	Plant Heads, Logistics, Civil, Plant Maintenance	Rajkumar Mundra	Gandhali Mahajan /Shivani Pote
27	Code of conduct	To know about the company's principles, standards, and the moral and ethical expectations that employees and third parties are held to as they interact with the organization.	Webinar	16-Feb-22	15:00	16-Feb-22	17:00	2hrs	25-30	For New joiners - -Mandatory Training (will be covered through multiple Batch's) Training Invite will be shared directly with the participant by L&D Team	Internal Trainer	Gandhali Mahajan /Shivani Pote

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28	Sustainability Reporting	Key performance indicators to be reported as part of 'Sustainability Reporting' and their detailed calculations	Webinar	17-Feb-22	15:00	17-Feb-22	17:00	2 hrs	20-25	Plant Section Heads/HODs', Plant EHS team	Amarjeet Khatkar	Piyush Jaiswal
29	Presentation Skills - For Beginners	How to create a clear presentation structure that audiences can easily follow, Design your slides so your content can truly shine, Avoid common presentation pitfalls	Webinar	17-Feb-22	15:30	17-Feb-22	17:30	2 Hrs	30-35	R&D Team	Agnideep Ray	Manisha Dongardive
30	Labour law	Creating awareness on General welfare amendments and key facts to know in Factories Act, Standing orders and ID act.	Webinar	17-Feb-22	15:30	17-Feb-22	17:30	2 Hrs	20-25	Plant Heads, Line Manager	Rajasekar Thirunavukkarasu, Kalyan Pawar	Gandhali Mahajan /Shivani Pote
31	IT ISMS Awareness	IT & ISMS process	Webinar	17-Feb-22	14:30	17-Feb-22	16:00	1.5hrs	20-25	New Joiner employee	Nitin Josalkar or Gopal Dewrari	Gandhali Mahajan /Shivani Pote
32	CITTI Values	To have the awareness among the team	Webinar	18-Feb-22	15:00	18-Feb-22	17:00	2hrs	25-30	For New joiners - -Mandatory Training (will be covered through multiple Batch's) Training Invite will be shared directly with the participant by L&D Team	Rhea Jain	Gandhali Mahajan /Shivani Pote
33	Understanding Legal Metrology Provisions	Understanding Legal Metrology Provisions	Webinar	18-Feb-22	14:30	18-Feb-22	16:30	2hrs	25-30	Employees from store function of plant	Lalit Soman	Gandhali Mahajan /Shivani Pote
34	Legal for Non-Legal – Basics of Commercial Contracts	Understanding Basics of Commercial Contracts	Webinar	22-Feb-22	14:30	22-Feb-22	16:30	2hrs	25-30	Employee from Marketing	Kaustubh Ratnaparkhi & Lalit Soman	Gandhali Mahajan /Shivani Pote
35	Braking System Requirements for KTM	Sharing & Realizing the Braking system requirements for KTM	Webinar	22-Feb-22	14:30	22-Feb-22	16:30	2hrs	25-30	Employees from SQA, Strategic sourcing, Brakes plant-VCD & QA	Yogesh Suryawanshi	Gandhali Mahajan /Shivani Pote
36	CITTI Values	To have the awareness among the team	Webinar	23-Feb-22	15:00	23-Feb-22	17:00	2hrs	25-30	For New joiners - -Mandatory Training (will be covered through multiple Batch's) Training Invite will be shared directly with the participant by L&D Team	Internal Trainer	Gandhali Mahajan /Shivani Pote
37	Near Miss Reporting	Classification of Incidences and how to report it.	Webinar	24-Feb-22	15:00	24-Feb-22	17:00	2 hrs	20-25	Plant Engineers, Plant Section Heads/HODs'	Piyush Jaiswal	Piyush Jaiswal
38	Debtors monitoring /new process	To ensure receipts of our dues in time	Webinar	24-Feb-22	16:30	24-Feb-22	17:30	1hrs	25-30	Plant Accounts, Corporate Accounts, Marketing, CBU Heads, Plant Heads.	Rajkumar Mundra	Gandhali Mahajan /Shivani Pote
39	ODI transactions	To have the awareness among the team	Webinar	25-Feb-22	16:30	25-Feb-22	17:30	1hrs	25-30	Corporate Accounts, Legal & Secretarial.	Rajkumar Mundra	Gandhali Mahajan /Shivani Pote

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40	CITTI Values	To have the awareness among the team	Webinar	02-Mar-22	15:00	02-Mar-22	17:00	2hrs	25-30	For New joiners - -Mandatory Training (will be covered through multiple Batch's) Training Invite will be shared directly with the participant by L&D Team	Internal Trainer	Gandhali Mahajan /Shivani Pote
41	Material Handling	Awareness on how to handle Material	Webinar	03-Mar-22	15:00	03-Mar-22	17:00	2 hrs	20-25	Shop Floor Employees	Amarjeet Khatkar	Piyush Jaiswal
42	Code of conduct	To know about the company's principles, standards, and the moral and ethical expectations that employees and third parties are held to as they interact with the organization.	Webinar	03-Mar-22	15:00	03-Mar-22	17:00	2hrs	25-30	For New joiners - -Mandatory Training (will be covered through multiple Batch's) Training Invite will be shared directly with the participant by L&D Team	Internal Trainer	Gandhali Mahajan /Shivani Pote
43	TPM Awareness Module 1	Basics of TPM, working steps in TPM Pillars, applications	Webinar	04-Mar-22	14:30	04-Mar-22	17:30	3hrs	25-30	Plant Engineers & Section Heads	Sanjay Shrivastav	Gandhali Mahajan /Shivani Pote
44	TPM Awareness - JH Module 2	Basics of JH, Understanding JH 7 steps approach for implementation	Webinar	07-Mar-22	14:30	07-Mar-22	17:30	3hrs	25-30	Plant Engineers & Section Heads	Sanjay Shrivastav	Gandhali Mahajan /Shivani Pote
45	Statistical Process Control SPC	Statistical Process Controls in the Plant	Webinar	08-Mar-22	14:30	08-Mar-22	17:30	3hrs	25-30	Plant QA & operation team	Vinod Kale	Gandhali Mahajan /Shivani Pote
46	IDPMS compliance	To have the awareness among the team on the inputs required from plants to ensure the compliance of the RBI Rules	Webinar	10-Mar-22	16:30	10-Mar-22	17:30	1hrs	25-30	Plant Purchase, Plant Accounts, EXIM	Rajkumar Mundra	Gandhali Mahajan /Shivani Pote
47	Construction Safety	Awareness on Construction Safety requirements	Webinar	10-Mar-22	15:00	10-Mar-22	17:00	2 hrs	20-25	Plant Engineers, Plant Section Heads/HODs'	Piyush Jaiswal	Piyush Jaiswal
48	EDPMS Compliance:	To have the awareness among the team on the inputs required from plants to ensure the compliance of the RBI Rules	Webinar	11-Mar-22	16:30	11-Mar-22	17:30	1hrs	25-30	Plant Accounts, EXIM, Aftermarket, Marketing.	Rajkumar Mundra	Gandhali Mahajan /Shivani Pote
55	Work Permit System	Awareness Session On Work Permit System	Webinar	14-Mar-22	15:00	14-Mar-22	17:00	2 hrs.	20-25	Maintenance, Operations and Plant	Sunil sonar	Piyush Jaiswal
49	CITTI Values	To have the awareness among the team	Webinar	15-Mar-22	15:00	15-Mar-22	17:00	2hrs	25-30	For New joiners - -Mandatory Training (will be covered through multiple Batch's) Training Invite will be shared directly with the participant by L&D Team	Internal Trainer	Gandhali Mahajan /Shivani Pote
50	Working At Height & Hot Work	Awareness or Working At Height & Hot Work requirements	Webinar	17-Mar-22	15:00	17-Mar-22	17:00	2 hrs	20-25	Plant Maintenance and Operations Team	Sunil sonar	Piyush Jaiswal
51	Labour law	Creating awareness on General welfare amendments and key facts to know in Factories Act, Standing orders and ID act.	Webinar	17-Mar-22	15:30	17-Mar-22	17:30	2 Hrs	20-25	Plant Heads, Line Manager	Rajasekar Thirunavukkarasu, Kalyan Pawar	Gandhali Mahajan /Shivani Pote
52	Braking System Requirements for Polaris	Sharing & Realizing the Braking system requirements for Polaris	Webinar	22-Mar-22	14:30	22-Mar-22	16:30	2hrs	25-30	Employees from SQA, Strategic sourcing, Brakes plant-VCD & QA	Yogesh Suryawanshi	Gandhali Mahajan /Shivani Pote
53	Fire Safety	Fire prevention and Safety Measures Requirements	Webinar	24-Mar-22	15:00	24-Mar-22	17:00	2 hrs.	20-25	Shop Floor Employees	Sunil Sonar	Piyush Jaiswal

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54	Investor relations	To have the awareness among the team	Webinar	24-Mar-22	16:30	24-Mar-22	17:30	1hrs	25-30	CBU Heads, Legal & Secretarial, Marketing, Corporate Accounts, Corporate MIS	Rajkumar Mundra	Gandhali Mahajan /Shivani Pote
56	Credit Rating by Rating agencies	To have the awareness among the team	Webinar	25-Mar-22	16:30	25-Mar-22	17:30	1hrs	25-30	Legal & Secretarial, Corporate Accounts, Corporate MIS.	Rajkumar Mundra	Gandhali Mahajan /Shivani Pote
57	Capex evaluation & Post Project reviews	Capex evaluation & Post Project reviews	Webinar	29-Mar-22	16:30	29-Mar-22	17:30	1hrs	25-30	Plant Heads / Operations Head	Rajkumar Mundra	Gandhali Mahajan /Shivani Pote