

Strategic Training Plan

**Version History**

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| --- | --- | --- | --- | --- | --- |
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# INTRODUCTION

## Purpose

Training is one of the most important aspects of improving a software organization. Adequate training is necessary to make investments in improvement profitable and to institutionalize improved practices.

Training has to be planned properly for long-range effectiveness. Without an adequate training plan, funds may be wasted or improperly spent. There are many things to be considered when creating a training plan.

The creation of a Training Plan is one element within the training process of a software organization.

## Scope

The scope of the training plan is the organizational entities, the personnel categories, and the topic and performance areas covered by the training plan. The training plan explicitly describes the software organization covered by the training program.

* The training plan states which categories of personnel the training program covers.
* Identifies which performance areas are addressed by the training program.

# References

Training Need Identification (Excel Sheet)

Training Calendar (Excel Sheet)

Training Details (Excel Sheet)

TP-14-TRS; Training Attendance Sheet

TP-15-TFF; Training Feedback Form

CK-11-PTE; Training Effectiveness Evaluation Form

# Acronyms

Annual: Financial Year Based (From April to March)

# Training Strategy

* All trainings are defined based on financial Year (April to March). Training need identification and tentative budget will be captured by HR after taking inputs from the respective department heads for the year and thereafter it will be presented to the management for final review. Training Calendar will be prepared by HR. In case of any unplanned training the requisition has to be sent to HR after filling up the Training Requirement form duly approved by the management (Can be done through E-mail as well).
* HR will also share the quarterly training Status Report with the Top Management.
* The decision of conducting internal or external training will be pre-defined in the training calendar however; in case of any changes the same shall be informed by HR to the concern department head.
* It is mandatory to fill up Training Attendance sheet and Training Feedback form for all training which are conducted in house. Employees attending any training outside company premises will have to fill up the feedback form only.
* HR will maintain the records of all training programs conducted and will do the effectiveness analysis for all trainings. For all kinds of behavioral Training the effectiveness analysis will be done after 90 days from the date of training conducted whereas for all technical trainings it will be after 30 days from the date of training conducted.
* If in case any employee having his/her Effectiveness rating above pointer 2 will have to undergo training again. The medium of re-training will be decided after mutual agreement between HR, Reporting Manager and the concern employee.
* HR will maintain the skill Matrix for all employees PAN India which will be updated on Annual Basis. (Annual: follow financial Year: April to March)
* HR will ensure that to train minimum 50% of total employee strength in every financial year.

# Resource Requirements

The specific resource requirement will be defined and send to Admin team for making arrangements before the training takes place. Requisition regarding the same shall be received by HR from Training Institute/Reporting Manager/Trainer.

However General requirement will include some of the following items:

1. Projector
2. Laptop
3. Training Room
4. Power Back Up
5. Stationary Items (Pen; Pencil; Notepads; White Board markers)
6. Food arrangement for Trainer as well as for participants (need Basis)

# Organizational Training Schedule

*Ref to Training Plan* [*$/Quality Assurance/OT/OT 2012-13*](%24/Quality%20Assurance/OT/OT%202012-13)

# Stakeholder Plan

Ref to Stakeholder Strategic Training Plan [$/Quality Assurance/OT/OT 2012-13](%24/Quality%20Assurance/OT/OT%202012-13)

# Risk Information Sheet

Ref to Training Risk Information [$/Quality Assurance/OT/OT 2012-13](%24/Quality%20Assurance/OT/OT%202012-13)