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| **उत्कर्ष: Employee Development Program(EDP)** |
| For Employees working in S4 to S7 Level |
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**Introduction:**

In a large organization like SAIL, the young workforce i.e. employees working in S4 to S7 level, play a vital role as the individual contributor as well as a team player in achievingorganizational goals.In the coming years,they will emerge as leader of a group of employeesin addition tobeing individual contributor. At ISP, this workforce forms a sizeable chunk (28 % approx.) of total non-executives manpower.

In view of the criticality of the role of this young workforce, to upgrade the quality and effectiveness, “उत्कर्ष”-Employee Development Program (EDP) is designed for employees working in S4 to S7 level. EDP is aneed based program for workers/employees, which focuses on the execution capabilitydevelopment of Non-executives.

**Process:**

The program will be mainly classroom based where inputs will be given through lectures, presentation, videos,real life cases etc. There will be case studies and activities to make the concepts clear.

**Proposed Benefits:**

* **Understanding the Organization:** For employees, it is important to know the company and its businesstheyare working with. It helps them to understand their role better and align their objectives with the vision of the company. It also helps them to guide and motivate theirteam members for achievement of departmental targets and strategies to achieve cost effectiveness.
* **Acquiring knowledge about Finance:** In an organization, every process/activity being done have its financial implications. By acquiring knowledge about various financial terms, resource flow & concept of operating cycle and cost, employeeswill have better understanding about financials of the organization and it will enable them to make effective contribution towards cost optimization at the shop floor.
* **Learning Problem Solving Techniques:**  At the workplace, whenever workmen/employeesface technical problems, theyresolve it by virtue of their skill and experience. By learning problem solving techniques like PDCA,5-S,Quality Circle, they will be able to solve the problems in a systematic and better waywhich will result in an efficient workplace.
* **Understanding Discipline& Standing Orders:**An industrial organization seeks to maintain discipline through encouraging positive discipline and simultaneously taking punitive actions for violation of disciplinary norms and guidelines. Hence, for every employee it is necessary to clearly understand the concept of discipline and Standing Orders in the context of the organization.
* **Inculcating art of Team work:** Eachindividual works in team to achieve organizational goals.Understanding the aspects of working in team and factors affecting team effectivenesshelps an employee to achieve departmental as well as organizational goals more effectively.
* **Appreciating leadership & communication skills:** While working at shop floor,many a timesit is required/expected that employees should come forward and take the lead/initiative. By learning about roles, skills and activities of leader and knowing aboutaspects of communication,they can emerge as a leader and can take initiatives to improve the efficiency at the shop floor.

**Aim:**The aim of this program is to enhance the execution competence of employees by enabling them to be a better team player for organizational effectiveness.

**Objectives:** At the end of the program the participants will be able to:

* Appreciate the SAIL Vision, business scenario of Steel industry, valuable inputs about SAIL and ISP.
* Acquire knowledge about Financials of organization and cost factors.
* Acknowledge the importance of problem solving techniques and its application at the workplace.
* Understand the disciplinary rules and regulations in their area of work and disciplinary measures.
* Appreciatethe role of Individual in ensuring Safety at workplace.
* Comprehend the importance of working in team and motivation.
* Develop their leadership & communication skills.

**Contents:**

* SAIL Vision, Steel Business Scenario, Overview of SAIL & ISP.
* Financial Terms, Operating Cycle, Understanding cost
* Problem Solving Techniques: PDCA,5-S,Quality Circle
* Positive Discipline & Standing Orders
* Fundamental of Safety, HIRA
* Team-work, Stages in team building & Motivating Individuals
* Roles, Skills & activities of a Leader& Communication skills

**Duration:** 3 days

**Target Population:**Employees working inS4-S7 level