



Premier Road Carriers Limited *Training Policy*

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Training Policy

Company shall provide, within reasonable resources, employee training necessary to assist the company in achieving its mission and accomplishing its goals.

1. Company should designate a person to assist in implementing its training and development programs.
2. company should develop a training plan to include:
 - a training needs identification of designated person;
 - mentioned training subject, who should be attain training program, trainer (internal/external), and methods by which the plan can be achieved; and
 - Scheduled training subject and plan date of training

Company should send a copy of their training plan to all company employee

Company should provide, at a minimum, on-the-job training or work-related instruction that prepares employees to perform their current jobs (includes: instruction mandated by, instruction necessary to accommodate technological changes, and new employee orientation).

Agencies should encourage and assist employees to attend conferences, conventions, seminars and workshops that are aimed at enhancing and/or increasing their work skills and/or abilities by:

1. advising employees of training opportunities sponsored by other agencies, or from external source;
2. establishing a procedure for approving employee training requests to ensure that:

Training records and evaluation

1. Company is responsible for documenting completed employee training and for maintaining training records for three years following the completion of such training.
2. Training records should include, at a minimum:

Training Venue

Hours of Training

Date of Training

Name of Trainee & Trainer Name,

Signature of the Attendees

Document Management Information

Version No.	Version date	Author	Reviewed By	Approved By	Changes
0.0	01.08.2023	Ms. Archana Gogri	Mr. Yashu Gupta	Mr. Yashu Gupta	Draft
1.0	12.09.2023	Ms. Archana Gogri	Mr. Yashu Gupta	Mr. Yashu Gupta	Initial Document