

**JINDAL CAPITAL LIMITED**



**TRAINING POLICY**

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## JINDAL CAPITAL LIMITED

### Training Policy

**Jindal Capital Limited** is a registered NBFC Non Public deposit company category 'B'. The company is a leading NBFC company & providing Financial support to MSME, Startup entrepreneurs, small shopkeeper, venders , needy individual person weaker section of society & poorest to the poor people in NCT of Delhi & NCR for their business development & to enhance their Socio Economic Status. It is a matter of fact that the staff always needs training time to time for their managerial skill /operational work ability development. We also have the adequate training policy which has been implementing by the company since beginning to till date.

There are 6 types of trainings programme which we adopted for our employee's skill development:

#### 1. Orientation

Orientation is the most common type of employee training. It is a one-time event formally welcoming and introducing new hires to our company within their first week on the job. This training tends to be relevant to our company-wide roles and departments.

In orientation trainings period we provide the information to our new employee the following topics which develop the cordial relation with existing staffs

- Company mission, vision, and values
- Corporate culture
- Organizational structure and leadership team introduction
- Mandatory new-hire paperwork
- Overview of benefit plans
- Administrative procedures (computer logins, extension, email setups, etc.)
- Key corporate policies

#### 2. On boarding Training

On boarding training is a series of department-specific sessions that take place over a longer period of time. It is strategically created with the goal of enabling new employees to be as successful as they can be in their new roles in the shortest period of time.

On boarding trainings ideally start on the first day of employment and may carry on throughout the first year as needed. It is prepared by department leaders with the focus of reaching departmental goals and connecting them with overall company objectives. Topics should, therefore, address employee needs and provide them with easy access to



information and skills that they need to do their jobs efficiently and maximize employee engagement.

### **3. Technical Skills Development Training**

No matter what technical level our employees are at, there is always room for improvement. Technical (hard) skills include the know-how of doing things like data analysis, content writing, office management, coding, programming, etc.

Technical skills training is a fundamental employee education component because it's the main way our employees will know how to technically do their jobs right. And for those who already know how to do their jobs, we motivate them; you still have more to learn. Employees need to engage in ongoing learning on a regular basis to stay up-to-date with the latest developments.

### **4. Soft skills development training**

We know better our employees act is just as important and what they know – that's why soft skills are so essential for growth. Soft skills are personal attributes that enable employees to interact effectively and harmoniously with other people in the workplace, including co-workers, management, and customers such as MSME, Startup entrepreneurs, small shopkeeper, venders, needy individual person. There are always gaps in basic soft skills among company employee affects company success and increases turnover rates. Soft skills trainings are useful for our new and existing employees of all levels and are an extremely effective way to build an efficient, respectful and collaborative culture – ultimately affecting the bottom line.

We take up the following topics for covering in our soft skills training:

- Communication skills
- Presentation skills
- Problem-solving skills
- Conflict resolution
- Leadership skills
- Emotional Intelligence
- Time management
- Ethics
- Teamwork
- Adaptability

### **5. Products and services training**

Since our company **Jindal Capital Limited** is doing on lending business for economic development of our beneficiaries through our financial scheme products such as business loan, Gold Loan, Loan Against Property, Commercial vehicle, Construction equipment and



machineries for MSME, Startup entrepreneurs & Micro loan for small shopkeeper, venders individual for their business development.

So our product trainings is very important which can either be a part of on boarding for new comers or can be available for existing employees who need refreshers on the products and services the company offers .This type of training always educate our staff on newly introduced products, services or features so they are always up to date.

## 6. Mandatory training

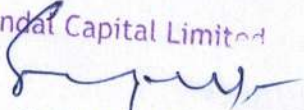
- **Computer technology** for smoother functioning as everything today is dependent on technology and digital media. Sound computer knowledge will help our employees in different facets of work or professional engagements.
- **Customer service** training helps employees in tackling customers with great expertise and should be knowledgeable enough to resolve their problems.
- **Organizational ethics** refers to training employees in CSR, that is, Corporate Social Responsibility. Under CSR one is trained in tactics to fulfill social responsibilities, such as awareness and a protective attitude towards nature, society, locality and the underprivileged. This training program for employees in our company is also equally about bringing morals and humility at the workplace.
- **Communication** helps employees train in diverse communication techniques to be able to efficiently communicate through different business channels and with people belonging to different ethnicities and regions, in training program for employees in our company

Our registered office conduct the training programme to branches staff/field staffs for their safety, security & to maintain good health matters since our operational area is NCT of Delhi & NCR .We also provide the financial literacy training to our staffs to educate our beneficiaries for using the money in better way which provided by our company for their economic development.

Apart of the above mentioned training programme, we organize seminar / work shop time to time for the enhancement of their wit & intelligence .Our company also send the official to attend the finance conferences/seminar which are being organized by several management company/institutions

For  
Jindal Capital Limited

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Director / Auth. Signator,

(Sadhu Ram Aggarwal)  
Director