



Training

On

*Labour Management
&
Industrial Relations*

Program Duration– 1 day program

Location – Anywhere in India

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Contents

This proposal is structured as follows:-

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2. Program outline
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Background and the need

Harmonious employer – employee relation has always been the heart of any organization. Moreover, the current trend of globalization and intense competition has increased the need of improvement in labour management practices. The management too is intended towards placing greater emphasis on employee involvement, maintaining better employment conditions and build mechanisms to promote labour welfare.

Today's organizations can leverage the technological advancement and widen worker skills base by introducing a range of employee involvement schemes and increasing labour management cooperation at the shop floor level which has eventually become necessary for achieving product and process innovation.

The program needs to focus on the overview of labour legislations while not getting to the depth of the subject. It needs to be a practical session covering the real shop floor issues faced by the line managers.

It also needs to inculcate the line managers about the importance of building a trust between management and worker by maintaining a balance between the need of the labour and the top management and addressing to the issues and concerns of both.

The program is also expected to focus on the safety related concepts that the manager should be aware of and should take care of.

Overall, the program is a one day training for the managers to equip them with skills for better shop floor management. It should inculcate the importance of Labour welfare and should provide the basics of theories of labour legislations as well as the practical aspects towards better and correct ways of implementation.



The one day workshop will be divided into four sessions with topic distribution as given below:

Session 1: (9 AM to 11 AM): Overview of labour legislations.

This session would focus on the basics of following labour laws:

- a. Minimum Wages Act, 1948 and Rules
- b. Payment of Wages Act, 1948
- c. Contract Labour (Regulations and Abolition) Act, 1970 and Rules (with Supreme Court Judgments, 1996, 1997 & 2008) – This may be skipped if needed.
- d. Trade Union Act (in case trade union exists in the company)
- e. Industries (Development & Regulation) Act, 1951
- f. Factories Act, 1948 (in case the establishment is covered under Factories Act, 1948)
- g. Industrial Disputes Act, 1947 (applications and obligations)
- h. Payment of bonus act, 1965
- i. ESI Act
- j. Employees Provident Fund Act

Session 2 (11.15 AM to 1.15 PM): Practical Orientation towards Labour Laws

During this session, the focus would be towards practical orientation of labour laws through following

- a. Dos and Don'ts of shop floor management.
- b. Real issues related to various laws.
- c. Manger's role in implementation of labour laws.
- d. Understanding the role of HR and the knowledge of when and how to handover of the issue to the experts by line managers.

Session 3: (1.45 PM to 3.45 PM): Management of Disputes and Discipline

This session would focus on the role of line managers in improvement of employee morale and reduction of attrition, by:

- a. Management of disputes at shop floor – how to reduce frictions and manage conflict
- b. How to focus on nurturing a culture of discipline within teams.
- c. Focus on the importance of Labour welfare and ways of implementation of the same.

Session 4: (4 PM to 5 PM) – Safety, Health and Welfare & Session closure

Safety, Health and Welfare at shop floor

Recap and Question – Answer session



This is a generic program outline based on initial discussion of the need.



A complete need assessment shall be done by the trainer through a discussion with the management and the target audience. The trainer would then redesign the program flow keeping specific objectives in focus related to the requirement.



About Us

A large pool of internationally reputed consultants equipped with varied expertise and aptitude, support and heads our organization. Visiting professors from Cambridge University, UK, Loughborough University, UK, Heads of Department at renowned universities, Heads of HR, Head of Recruitment, CEOs, Directors at leading corporate institutions, as well as the award winners are just a few expert associates affiliated with our establishment.

Entrusting us to outsource their major mechanisms in HR, we have been hired by the industry's renowned organizations hailing from a prestigious listing in Fortune 500, Fortune 1000, Global 100 and BT 500.

Our consultant's definition of HRD has been given worldwide recognition and has complemented leading HRD textbooks by best-known publishers in the MBA curriculum. In other words, we have defined HRD in MBA textbooks.

We have been exclusive consultants, trainers and recruiters for numerous organizations.

Our services receive overseas participation and their acknowledgement.

Some Testimonials

It was indeed a unique learning and self-development experience for all our participants. To best of our knowledge, this was a unique OD initiative resulting in effective personal relationship and teamwork throughout the organization.

Mr Nitish Acharya (VP – HRD & ADMIN), FAG

Strong conceptual background of faculty, rich experience and frank opinion were the strengths of the program.

Mr Ajit Shah – Raj Quality Consultant

"The training went very well and everyone appreciated the knowledge and ideas that they gained from it." – CTO of Software firm based in NCR.

Mr Rajnish Singh,
(CTO) - Software firm based in NCR



Time and Other Considerations

Dates and Duration

The program will be delivered in one training day.

The actual dates can be decided as per mutual convenience.

Venue

The program will be conducted at Client's Training Hall or a star hotel where minimal disturbance is assured.

Commercials

Investment for the Program

The delivery cost for the training will be INR 20,000/- per day plus taxes.

Travel and other Expenses

A soft copy of the collaterals for the program will be shared by the trainer. Printout of required number of copies may be taken by the client organization and distributed to the participants.

Client organization shall arrange for AC Taxi from Trainer's residence to the venue Or the cost of hiring an A/C Taxi from Trainer's residence to the program venue and back, shall be borne by the client organization. In case of travel, flight expense of economy fair and local travel will be met by the client organization.

Payment Conditions:

At par Cheque / DD is to be drawn in the name of 'Xcelanta Services'.

The total payment (program delivery plus travel charges if applicable) along with applicable taxes shall be paid within 10 days of completion of the program. Late payment will attract 1.5% of interest on monthly basis.

We are sure that you will find the above useful and mutually beneficial and I hope the above will be meeting your requirements.

If you want it to be conducted at your premises, please let us know at the earliest. We shall need at least 15 days' time to schedule the program.

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1. Full Name of Sr. Manager (Client) _____
Signature _____
Company:

2. Full Name of Director: Lucky Daftuar
Signature: _____
Company: Xcelanta Services

FOR Xcelanta Services

Client Management Team
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