



RAN DEV SINGH FOUNDATION

C-10, Tikariya, Industrial Area Gauriganj, Amethi, Uttar Pradesh 227409
Mob.: 9511153088, 7408596160, E-mail: rdsamethi@gmail.com

Ref. No.....

Date.....

Internal Training Report – Last Five Years

Ran Dev Singh Foundation

1. Introduction

Over the last five years, Ran Dev Singh Foundation has consistently focused on enhancing the skills, knowledge, and professional capabilities of its staff. The purpose of these training programs has been to strengthen workplace safety, improve communication, build internal capacity, and adopt modern IT systems like SAP for organizational efficiency.

2. Training Conducted (Year-wise Summary)

Year	Training Program	No. of Staff Trained	Duration	Trainer/Agency	Remarks
2020	Safety Training	25	3 Days	External Expert	Completed
2021	Capacity Building – Communication	30	2 Days	Internal Trainer	Completed
2022	SAP & ITC Training	20	5 Days	SAP Consultant	Completed
2023	Safety Refresher	28	2 Days	External Expert	Completed
2024	Advanced Communication Workshop	32	2 Days	Internal Trainer	Ongoing



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Branch Office :-

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3. Details of Training Programs

3.1 Safety Training

Objective: To improve workplace safety awareness.

Key Topics: Fire safety, First aid, Workplace hazards.

Outcome: Staff improved knowledge of safety protocols.




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3.2 Capacity Building & Communication Skills

Objective: To build leadership, teamwork, and communication.

Key Topics: Interpersonal communication, Presentation skills.

Outcome: Enhanced communication culture across departments.



3.3 SAP & ITC Training

Objective: To enhance staff skills in ERP & IT tools.

Key Topics: SAP navigation, reporting, digital compliance.

Outcome: Improved efficiency in internal processes.


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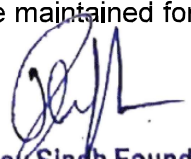
4. Key Achievements

- Over 135 staff trained in 5 years.
- Improved safety compliance and reduced workplace incidents.
- Better communication among teams.
- Stronger digital/IT adoption through SAP training.



5. Conclusion & Way Forward

Ran Dev Singh Foundation remains committed to strengthening the capacity of its staff through continuous learning initiatives. Moving forward, refresher courses will be introduced annually, new modules on digital tools and advanced leadership will be developed, and an internal training calendar will be maintained for systematic implementation.


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