

Training Month And Further Guidelines

Clarification: First Month's Salary Policy

It is important to clarify that the 50% salary offered during the first month of employment is not a deduction or compensation for training. Rather, it is an internal company policy to maintain our financial stability as a startup company. We would like to emphasize that many companies do not offer any compensation during the training period. In contrast, our policy goes above industry standards by providing new employees with 50% of salary during first month. This reflects our commitment to fair and competitive compensation practices. Also, if an employee quits the company within their first month, their salary will be compensated against efforts and resources invested by the management in their training.

Point 1: First Month's Training and Testing for New Employees

During the first month of employment, new employees will participate in a comprehensive training program encompassing the following components:

- 1. Company Introduction:** The training will commence with an introduction to our organization, its mission, values, and corporate culture, providing employees with a solid foundation of our company's identity.
- 2. Services Information:** Employees will receive detailed information about our range of services, products, and solutions. This knowledge is vital for effective communication with potential clients.
- 3. Measurement and Observation of Skills:**
 - Mock Calls Test:** After completing the initial information phase, employees will undergo a mock calls test. This exercise allows them to apply the acquired knowledge and simulate real client interactions.
 - Practical Calling Skills:** Practical calling skills, including the application of effective cold-calling techniques, objection handling, and the ability to build rapport with potential clients, will be assessed through measurement and observation.
 - Negotiation Skills:** Employee negotiation skills will be evaluated through measurement and observation to assess their ability to secure agreements and partnerships with clients.
 - Professional Communication Manners:** The demonstration of professional communication, including etiquette, active listening, and effective verbal and written communication, will be measured and observed.
 - Data And Lead Management:** The effective management of data and leads will be evaluated through measurement and observation to ensure efficient lead tracking, follow-up, and prioritization.
 - Client Generation:** Upon starting practical calling, employees will be tasked with generating a maximum number of interested clients. These potential clients will be transferred to senior team members for further engagement.

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- **Conversion Ratio Evaluation:** The success of the training will be evaluated based on the employee's ability to convert interested clients into mature clients. The maximum mature ratio will be measured against the number of initially interested clients provided.

Minimum Calling Duration:

- To ensure effective collection efforts, employees are expected to dedicate a minimum of 1.5 hours to calling activities during each workday. This requirement will be monitored using the tracking application provided by the management.
- This practice demonstrates our strong commitment to proactive client engagement and revenue generation. It enables us to reach out to our clients consistently and contribute to our overall success.
- Please note that starting from the second month, there will be changes in the minimum calling duration target and leave deduction conditions, and these changes will be applicable from 2nd month onwards as mentioned in 2nd months guidelines.

Compensation for Training: In the event that I decide to resign from the company during the training period which is 1 month, I acknowledge that I will not be entitled to any salary. The salary amount will be considered as compensation for the time invested by the company management in providing the training.

Completion of First Month: Upon successfully completing the training, mock calls, and achieving the defined conversion ratio, employees will progress to the guidelines and expectations for the second month, which will be provided in the subsequent policy update.

Point 2: Second Month's Calling, Collection Target, and Performance Expectations.

1. **Collection Target:** In the second month, employees will be assigned a collection target of 1 lac. This target serves as a key performance indicator to justify the salary and assess productivity.
2. **Minimum Calling Duration:** To meet the collection target effectively, employees are required to engage in a minimum of 2 hours of calling per workday. Duration will be tracked through the tracking application provided by the management. This practice reflects our commitment to proactive client outreach and revenue generation.
3. **Leave Deduction:** If an employee fails to fulfill the minimum 2-hour calling duration on any workday, that day will be counted as leave, and the corresponding leave will be deducted from the employee's salary.

Acceptance of Conditions:

By filling out the form online, signing these conditions offline, or reverting via email confirming your understanding and acceptance of these guidelines and policies, you acknowledge and agree to abide by the terms and expectations outlined herein.

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