



FREEDOM EMPLOYABILITY ACADEMY

Free coaching for better jobs

ENGLISH

PERSONAL SKILLS

MOOCs

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Guidelines for Induction Training for New Facilitators

TEAM FEA is deeply committed to helping you become extraordinarily successful.

All FEA staff will do their best to assist you and support you to become an outstanding facilitator. You are responsible for keeping a positive and open mind that is eager to learn, to new ideas and you must be willing to work hard.

All FEA employees work 8 hours a day and take great pride and satisfaction in working hard and contributing to the development of the nation and their local community.

1) Timing. Training will be for 8 hours a day. You will be informed of the specific timing for your location by your trainer.

You must be punctual and aim to arrive at least fifteen minutes early, so you are relaxed and not rushed. You will be dismissed if you are late on more than one occasion.

Leaves without prior approval are normally not allowed during the paid training period. You are likely to be dismissed if you miss a training session.

2) Optional additional help. You will also be provided with optional opportunities to deepen your learning and to further improve your chances of being hired.

3) Cell phones. These may not be used for personal calls and texts during training. You will have 3 breaks during the day and phones can be used during breaks.

4) Stipend. You will receive a stipend of Rs. 250 for every full day of training you attend, provided you do not discontinue on your own.

FEA will provide free lunch and tea during training.

5) FEA Work culture. We treat everyone equally with respect and dignity. Since we are all colleagues, we call each other by first name and do not call each other Sir or Ma'am.

Most FEA team members started off just like, you as fresh trainees. They are happy to answer your questions and are available to share their experiences of learning and working at FEA with you.

6) Tobacco, Paan and intoxicants may never be used on any FEA premises.

7) Cleanliness. Keeping FEA premises clean, neat, and organized is the responsibility of each one of us. We all have this personal responsibility and we do not litter or create a mess for someone else to cleanup.

FEA is a charity and will spend around Rs. 20,000 to train each new facilitator. It would be sinful for you to waste a charity's money. Take the training seriously and only join the training if you intend to work at FEA, because the same money could be spent on enabling many disadvantaged youths and their families to move out of poverty.

We wish you the best and hope to welcome you as a permanent member of our family and team. More than 1 lac students have enrolled in FEA to date and with your help FEA will keep growing.