



## SELF DEVELOPMENT SERIES

**DR SUSHMA JAISWAL MEHER**

The excellence workshop got me thinking whether each one of you have an Individual Development Plan (IDP)?

If the answer is no.... then all you young minds should have one because you are at a stage where IDP can indeed be valuable tool for personal and professional growth and can take you to great heights....

## NEWSLETTER 9

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# INDIVIDUAL DEVELOPMENT PLAN - HAVE YOU CREATED ONE FOR YOURSELF?



It is nothing but a personalized roadmap for one's own professional growth and development, it is a structured approach to help identify your goals, strengths, weaknesses, and areas for improvement and then create a plan to achieve those goals.



Below are the key components which can help those who want to be guided in creating one for themselves....

Goal Setting: Start by defining clear and specific goals for your personal and professional development. These goals should be realistic and aligned with your long-term aspirations.

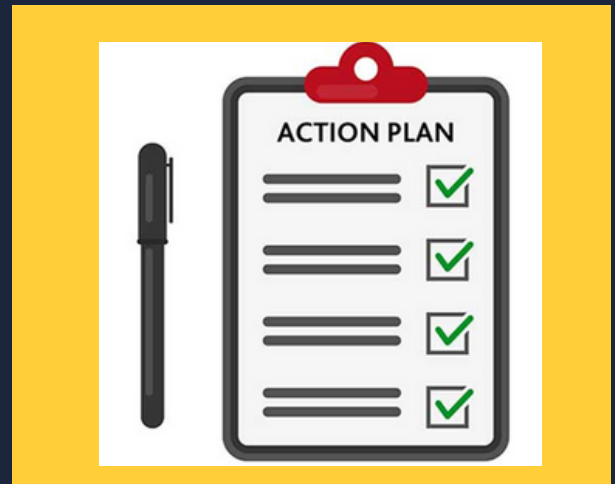
Self-Assessment: Take stock of your current skills, competencies, strengths and weaknesses. This can be done through self-reflection, feedback from peers and supervisors, assessments, and evaluations.





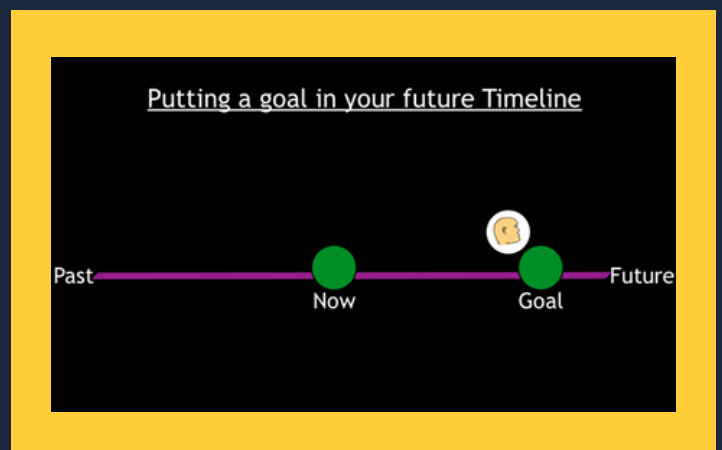
**Identify Development Needs:** Based on your self-assessment, identify the areas where you need to improve or acquire new skills and knowledge. These could be technical skills, soft skills, leadership abilities or specific competencies related to your field.

**Action Plans:** Create a detailed plan for each of your development needs. Define the steps you need to take, resources required and a timeline for achieving these goals. Consider setting both short-term and long-term milestones.

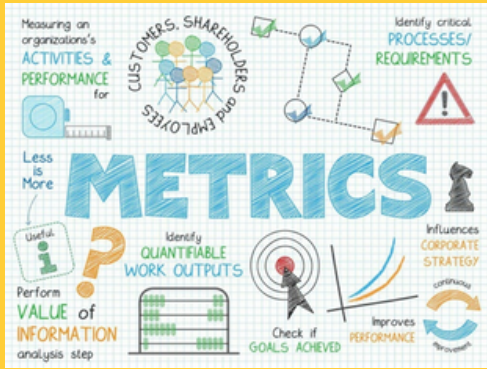


**Resources:** Identify the resources and support you will need to achieve your development goals. This may include training programs, workshops, mentors, books, online courses or on-the-job experiences.

**Timeframe:** Set a timeline for each development goal. This helps you stay accountable and track your progress over time. Make sure your timeline is realistic and allows for adjustments.







Measurement and Evaluation: Establish metrics or criteria for measuring your progress. Regularly assess your development against these metrics and adjust your plan as needed.

Feedback and Reflection: Seek feedback from mentors, supervisors, or peers on your progress. Reflect on your experiences and make adjustments to your plan as you learn and grow.



Commitment: An IDP requires dedication and commitment. You must be motivated to follow through with your plan and make adjustments as necessary.

Review and Update: Periodically review and update your IDP. As your goals, skills and career evolve, your plan should adapt accordingly.







Long-Term Career Goals: Consider how your short-term development goals align with your long-term career aspirations. Your IDP should be a stepping stone toward achieving your ultimate objectives.

Alignment with Organizational Goals: In a workplace context, ensure that your IDP aligns with the goals and values of your organization. Discuss your development plan with your supervisor to ensure it complements the company's objectives.



Remember that an Individual Development Plan is a dynamic document that evolves as you progress in your career and personal development journey. It will definitely serve as a valuable tool for your self-improvement, career advancement and achieving your full potential.

# OPERATIONS EXCELLENCE WORKSHOP

FOCUS WAS ON OUR TEAM , A KEY ASSET AT INCHES HEALTHCARE .. BUILDING TEAMS WITH NEXT GENERATION CAPABILITIES WITHOUT DEVIATING FROM CUSTOMER CENTRICITY !!

**The Theme for Day was “A Journey Within ... Discovering Ourselves to Realise Full Potential “**



**“TEAM CREATION, WORKING AND RESULTS “WHEN HUMILITY AND A NEUTRALISED EGO IS IN THE DNA OF THE MEMBERS ... IT WAS SHEER MAGIC.**

## Why Operational excellence (OpEx)?

Operational excellence is a business strategy that helps organizations stay ahead of the competition. It focuses on continuous improvement and optimization of business processes and systems. The goal of operational excellence is to ensure customer expectations are met on an ongoing basis.

Operational excellence is important for teams because it can:

- Help teams reach goals and objectives while working flexibly and adaptively
- Empower employees and commit them to the objective and goals
- Create opportunities for teams to expand activities and improve their performance
- Increase productivity and reduce lead times



Team Work Needs Humility, a Neutralized Ego and Outstanding Leadership to becomes Operative and Sustained .... It was Brilliantly Displayed during the Workshop ... How??

AWESOME ENGAGEMENT....



## CREATING A CULTURE OF INNOVATION

Operational excellence can help teams achieve the following:

- Boost profits
- Decrease downtime
- Invest in better and clearer communication
- Make better decisions
- Show continuous improvement
- Increase efficiency
- Reduce waste and costs
- Improve quality and customer satisfaction

And on 16th September, the team at InCHES, experienced the importance of Excellence in its Business Operations.

**Operations excellence is crucial for the success and sustainability of any organization. It involves the continuous improvement and optimization of internal processes to enhance efficiency, reduce costs, and deliver high-quality products or services.**





SEPTEMBER 16, 2023



## A YEAR IN REVIEW: OUR STAR PERFORMERS



## OPERATIONS CHAMPIONS



We have an outstanding Management layer in action, led by Dr Sushma Jaiswal and supported by Dr Zahida Asif, Dr Bhavini Mehta, Preeti Desai, Dr Satish Kanojia, and Imtiaz Shaikh.

An Exciting Future Beckons ... With Journey is in the safe hands of a young and energized Management ...



# IT AWARENESS



## WINDOWS KEYS SHORTCUTS

Windows Key + G	Open the Game Bar
Windows Key + I	Open Settings
Windows Key + L	Lock Your Computer
Windows Key + N	Open MS-Note One
Windows Key + R	Open Run Dialog Box
Windows Key + S	Open Search
Windows Key + T	Open Apps on Taskbar
Windows Key + U	Open Ease of Access Centre
Window Key + V	Opens Clipboard app
Windows Key + X	Open Quick Link Menu
Windows + Tab	Open the Task view
Windows Key + PrtSc	Screenshot of the entire screen
Windows Key + , (Comma)	Peek at the Desktop
Windows key + . (Period)	



# IT AWARENESS

## CONTROL KEYS SHORTCUTS

Ctrl + A	Select All
Ctrl + B	Bold The Text
Ctrl + C	Copy
Ctrl + D	Bookmark The Page in Browser
Ctrl + E	Display Address Bar in Internet Explorer
Ctrl + F	Find any File, Folder or Text
Ctrl + G	Go To Function (in Ms-Word or MS-Excel)
Ctrl + H	Open History in Internet Browser
Ctrl + I	Make Text Italic in MS Word, MS Excel & MS Powerpoint
Ctrl + J	Open Downloads in Internet Browser
Ctrl + K	Insert Hyperlink in MS Word, Excel, Powerpoint
Ctrl + L	Text Justification in MS Word
Ctrl + M	Make New Slide in MS Powerpoint



Ctrl + N	Open the New Application Window in Internet Browser
Ctrl + O	Open a File
Ctrl + P	Print a Document or Picture
Ctrl + Q	Close Microsoft Powerpoint
Ctrl + R	Reload The Page in Internet Browser
Ctrl + S	Save Any Document
Ctrl + T	Open a New Tab in Internet Browser
Ctrl + U	Underline The Text
Ctrl + V	Paste
Ctrl + W	Close a Program, Window, tab or Document
Ctrl + X	Cut Any Text, Image, Video
Ctrl + Y	Redo the command
Ctrl + Z	Undo the command





# THE SIX ELEMENTS OF EMPLOYEE MOTIVATION



Workplace pressure can make a person cringe, regardless of what their job is, and low motivation for one's work makes that impact much worse. If an organisation were to lose one of its important employees due to the lack of motivation, it could take a long time—sometimes even years—to fill that position with another employee matching their caliber. Organisations should motivate their employees, which will let them work contentedly for years to come.

Below are six essential ideas that an organisation can incorporate to keep its employees motivated.

## 1. Communication is the key

Communicating with employees is a simple way to bring in motivation. Opening up a pleasant dialogue makes employees feel valued as people and lets them know there's someone in the organisation they can approach with questions or concerns. Making important information clear and encouraging employees to ask questions clears up misconceptions, so everyone is on the same page. Supporting opportunities for employees to talk with each other and their managers can go a long way towards nurturing a happy and productive workplace.

## 2. Show your appreciation

Every employee working at a firm wishes to be recognised, no matter their field or level of experience. Simple gestures of appreciation can make someone's day and will keep them motivated. Appreciation can mean anything from a simple high-five to verbal praise for a job well done, or anything that uplifts an employee's confidence and keeps them moving forward. It is always observed that people given recognition tend to push even harder than those who are deprived of it.

## 3. Creating a hassle-free working environment

Productivity largely depends on the workplace. Two important aspects that come to mind when we think about a working environment are appearance and comfort. Things such as furniture, desk clutter, and lighting are the highest concerns when it comes to appearance. The overall setup of the workplace can impact how an employee acts, engages, and feels. Once a workplace has the right ambience, comfortability tags along.

# THE SIX ELEMENTS OF EMPLOYEE MOTIVATION

## 4. Mastering the art of constructive criticism

Motivation is nothing without positivity, and getting positive feedback keeps the work upbeat. However, too much positivity can sometimes feel insincere and unhelpful. Feedback, be it positive or negative, lets an individual assess themselves accurately and helps them improve. A chat system can come in handy in a situation where the employer finds it difficult to provide feedback to the employee. An employer can give feedback by simply mentioning them in a channel or a chat. Sending an employee a compliment over a private or group chat will boost their mood and encourage good work, and offering gentle constructive criticism privately will help them build better habits.

## 5. Benefits that hold the employees together

An organisation that values every employee's opinion is likely to bring them together. Making the working environment stress-free and letting employees work from home can improve their concentration and lets them relax a bit. Monetary benefits such as health care and personal allowances increase job performance, loyalty, and morale, and keep employees motivated throughout their time with the company.

## 6. Let them know you trust them

Bridging the gap between an employee and an employer has always been difficult. Developing conversations between them can make this easier because establishing trust involves knowing an employee well. Employers showing trust in their employees can make them feel at home and motivated.

For everyone's best interest

It is always important to support employees' motivation and wellbeing. A person who is mentally well can work on improving themselves, and employees will stay loyal to an organisation that looks out for them.





# CELEBRATIONS

InCHES Healthcare Pvt. Ltd.



**SIR'S 70TH BIRTHDAY !!**



**JANMASHTAMI 2023 !!**



**INDEPENDENCE DAY 2023 !!**

HAPPINESS ALL OVER

## Hamara INCHES





# POEM SECTION

BY IRFAN MANSURI

## ***MERA DESH***

Pyara pyara mera desh,  
Sajaa-sanwaara mera desh,  
Duniya jis par garv kare-  
Nayan sitaara mera desh.  
Chaandi-sona mera desh,  
Safal salona mera desh,  
Sural jaisa aalokit-  
Sukh ka kona mera desh.  
Phoolon waala mera desh,  
Jhoolon waala mera desh,  
Ganga-Yamuna ki maala ka,  
Phoolon waala mera desh.  
Aage jaaye mera desh,  
Nit naye muskaaye mera desh.  
Itihaason mein barh-charh kar  
Naam likhaaye mera desh



# POEM SECTION

BY PREETI DESAI

## Don't Quit!

When things go wrong, as they sometimes will,  
When the roads you're trudging seem all uphill,  
When the funds are low and debts are high,  
And you want to smile but you have to sigh,  
When care is pressing you down quite a bit  
Rest if you must, but don't quit.

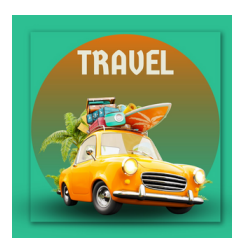
For life is queer with its twists and turns,  
As every one of us sometimes learns,  
And many a failure runs about,  
When he might have won if he'd stuck it out.  
Don't give up though the pace seems slow,  
You may succeed with another blow.

Often the goal is nearer than,  
It seems to a faint and faltering man,  
Often the struggler has given up,  
When he might have captured the victor's cup;  
And he learned to late when the night came down,  
How close he was to the golden crown.

Success is just failure turned inside out,  
The silver tint of the clouds of doubt,  
And you never can tell how close you are,  
It may be near when it seems so far.  
So stick to the fight when you're hardest hit,  
It's when things seem worst that you must not quit!



# TRAVEL DIARIES : INDIA'S MOST AMAZING JUNGLE GETAWAYS



BY ROHINI MIRASHI



## Spotlight on JUNGLES !!

**DO YOU WISH TO WAKE UP TO THE SOUND OF BIRDS CHIRPING IN THE MORNING OR ARE YOU WILLING TO SPEND THE ENTIRE DAY IN THE WOODS AND HEAR A LION ROAR AT MIDNIGHT? THEN HERE IS A LIST OF PERFECT JUNGLE GETAWAYS FOR YOU.**

India has a diverse and abundant wildlife population. It is one of the nations with the highest tourist influx. With magnificent hills, lovely rivers, and lush green forests, it has a lot to offer. Jungle vacation is the ideal option for you if you're seeking a thrilling and adventurous vacation away from city life. Over 20 per cent of India's territory is covered in jungles and forests and continues to serve as a haven for some of the most fascinating and diverse animals in the entire world. Here is a list of the top jungle getaways that you absolutely must see.

### 1. Kaziranga National Park, Assam



# TRAVEL DIARIES : INDIA'S MOST AMAZING JUNGLE GETAWAYS

Kaziranga National Park is a home to the largest population of one-horned rhinos in the world. Other endangered species, such as swamp deer and wild water buffalo, can also be seen here. Avian enthusiasts might also see migrating birds that have flown in from as far away as Siberia. There are about 86 tigers here. The 430 square kilometre area of Kaziranga contains diverse environments, including lush elephant grass, marshlands, riverine woods, and tropical rainforest. And possibly for this reason, Kaziranga is known as a "biodiversity hotspot."

You can choose between a smooth jeep safari and an uneven elephant safari to experience the nature. From the middle of November to the beginning of April, Kaziranga welcomes visitors. You should go for safari early in the morning as there is a better possibility to spot birds and animals.

## 2. Jim Corbett National Park, Uttarakhand



The Corbett National Park is the best location for a wildlife trip. It is India's first national park. With its safari, it promises to provide classic experiences and is home to an abundance of flora and fauna. The park is widely recognised for fishing and angling tours in addition to its nature and healthy bird population. Because there are so many wildlife resorts there, the area is also a wonderful choice for elite tourists. On a trip to Corbett via the Ramganga River, you can also take part in adventurous sports like rafting, bridge crawling, and rappelling. Corbett National Park is a paradise for birdies too. The region has a fair list of 586 species of resident and migratory birds for a perfect birding tour. It is a must visit destination.

# TRAVEL DIARIES : INDIA'S MOST AMAZING JUNGLE GETAWAYS



### 3. Ranthambore National Park, Rajasthan

A great vacation spot for you and your loved ones is the well-known Ranthambore National Park. It is located adjacent to the Rajasthani village of Sawai Madhopur, where Bollywood stars Katrina Kaif and Vicky Kaushal were also wed. The park is most enjoyable in the winter. Many lovely bird species and migrating bird flocks call this breathtaking wildlife reserve home. There are numerous tigers there that you can see freely roaming. There are also some well-known tigers there, like Machli, Dollar, and Sitara. It's a great way to start an exciting trip surrounded by nature.

### 4. Kanha National Park, Madhya Pradesh

It is one of the most famous national parks in India. Its well-deserved reputation as a great location to see several flora and fauna species accounts for its high popularity among tourists and wildlife enthusiasts. The Royal Bengal Tiger is the park's main attraction. The National Reserve's wilderness is now home to a flourishing population of this once-endangered species. Kanha has the best variety of plant life in the region for those who appreciate lush landscapes and attractive views. One of the most exciting activities to partake in is still the jeep safari in the National Park. Adventurers will discover everything they might want on an exhilarating adventure across the National Park's sceneries.





# TRAVEL DIARIES : INDIA'S MOST AMAZING JUNGLE GETAWAYS

## 5. Bandipur National Park, Karnataka

It has the largest wild elephant habitat in southern India and is the largest protected region. It provides a brief getaway from the bustle of the city. The Bandipur National Tiger Reserve can be explored on a bus safari or by open jeep rental. It is located on the Mysore-Ooty route in the gorgeous Western Ghats and is home to several tigers, as well as elephants, hornbills, and sambars. To improve your chances of seeing a tiger, go on the morning and evening safaris. From here, you may also enjoy stunning views of the valley and hills nearby. The views of the sunrise and sunset are breathtaking and make for fantastic photos.



ENJOY !!

## EDITORIAL THOUGHTS

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**We are proud to present to you the 9th issue of Hamara InCHES Newsletter featuring the creative side of our team members.**

**It has been a pleasure to edit this issue of Hamara InCHES Newsletter 8.**

**We have a good collection of articles and blogs put forth by everyone and this issue too has come out very well.**

**As such we would love to hear your voices, opinions and suggestions for columns for future issues, reflections from the events you attended, to a poem that you want to share with your colleagues.**

**We want it to be a collective effort of everyone at InCHES and we will do our best to make that happen.**



# Hamara INCHES

*THANK YOU !!*

