

JOB ROLE –STORE KEEPER

Sector – Apparel, Made-Ups and Home Furnishing

(Qualification Pack Code: AMH/Q0501)

Class XI

PSS Central Institute of Vocational Education
Shyamla Hills, Bhopal – 462013 , Madhya Pradesh, India



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UNIT 6: COMPLIANCE TO LEGAL, REGULATORY AND ETHICAL REQUIREMENTS

Session 4: Planning and managing work routines

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Session Objectives

The students will be able to:

- Gain knowledge of work routines and punctuality.
- Explain about importance of planning work routines, attendance and punctuality.

IMPORTANCE OF ROUTINES

- ❖ Routines help to stay focused on the things that are most important.
- ❖ They bring discipline and give a smooth flow to various tasks.
- ❖ Work routines help in achieving the assigned goals and daily targets in an efficient and organized manner.

BENEFITS

•It gives a direction and purpose to the employees and they are able to give quality output.

It helps supervisors in management of time and task allocation

It helps the management in performance evaluation

It helps in proper resource allocation for the tasks

Work routines prevent employees from distraction and helps stay focused on assigned tasks

It helps in prioritizing tasks and achieving the target

•Helps in accomplishment of assigned tasks and boost efficiency and productivity of the staff.

PLANNING WORK ROUTINES

- Every organization or company has specific procedures.
- Each company or organization has different goals and requirements.
- Thus it's very important to keep in mind your organization's policies, procedures and specific requirements while planning as well as managing work routines of employees.

POINTS TO BE KEPT IN MIND WHILE PLANNING WORK

- ❖ Understand the goals and targets of the company, the resources available for achieving these goals and then plan the work routine.
- ❖ The strengths and skills of each employee should be kept in mind while planning work routines.

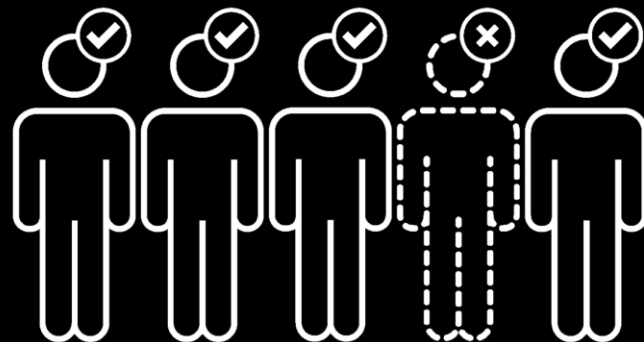
- ❖ Due consideration should be given to recreation, entertainment and lunch breaks to keep the monotony away from work routines.
- ❖ There should be provision for time to time checking of work routines and managing last minute changes in schedule.
- ❖ It should be possible to make quick adjustments in the work routines of the employees due to unforeseen circumstances.

IMPORTANCE & BENEFITS OF PUNCTUALITY AND ATTENDANCE

- Punctuality and regular attendance are vital attributes for all employees.
- Employees should attend work regularly and arrive at work on time, because it affects work routine and productivity.
- Good attendance and punctuality helps in creating a professional and securing a better position or role in the company.

Importance of attendance

- Attendance of workers and employees affects the people with whom they work.
- Constant absenteeism affects productivity and results in losses.



Punctuality



- Punctuality means the habit of being on time.
- It also means showing consistency and regularity in behavior.
- Punctuality helps us to appreciate time and use it effectively.
- Punctuality comes with effective time management of time and completion of tasks.

BENEFITS OF PUNCTUALITY

- It helps the individuals to be more productive and successful.
- It is associated with success , happiness and achievement
- It helps across various hurdles and challenges.
- It demonstrates r respect for co-workers and clients
- Helps being a reliable, dependable and trustworthy employee / worker.

Summary

In this session you have learnt about work routines and punctuality, importance of planning work routines, attendance and punctuality.

Project Coordinator : Dr. Pinki Khanna

**Coordinator – Shivangi Vig
Nupur Srivastava**

**Assistance
Vani Pandya**

**Graphic Artist
Prachi Verma**



Joint Director
PSS Central Institute of Vocational Education
Shyamla Hills, Bhopal – 462013 , Madhya Pradesh, India

**E-mail: jdpsscive@gmail.com
Tel. +91 755 2660691, 2704100, 2660391, 2660564
Fax +91 755 2660481
Website: www.psscive.ac.in**