

### **Key Learnings & JD during first phase of Training as Trainee Center Manager:**

Your Initial phase of training period would be for three months as a Trainee Center Manager which includes following key learnings and responsibilities -

1. Identification of BPL women in their villages by means of the CASHPOR House Index (CHI), and Asset Test (PPI).
2. Process of Groups formation at Centers.
3. Training of Group members (CGT) in the objectives and rules of CASHPOR India.
4. Process of Adding BPL clients into program and you would be responsible to add 25 BPL clients including formation of at least one center (JLG) with 15 ALCs into program.
5. Attend weekly center meeting independently maximum up to 15 Centers in a Week during your first phase of Training.
6. Company's Products and its services.
7. Carrying out a thorough check on the utilization of the loan funds according to your target in a timely manner and you need to ensure that LUC details are being captured in mobile application. You also need to ensure that the funds are invested in the activity approved. Further, you are advised to monitor the subsequent use of the funds, so that there will be no difficulty with weekly repayment.
8. Process of arrear, PAR & credit discipline.
9. To sit on Cash collection and learn the process of it.
10. Maintenance of Key-register and Mess Management at Branch.

Further, you will be provided a Buddy up i.e., a Sr. Center Manager of Branch) by concern Branch Manager initially for 15 days who will be assisting you in field visits and primarily learning and during these 15 days you will not be assigned any Center independently.