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Dear Colleagues,

A New Year, A New Start!



Holding on to the brighter side of 2016, the New Year gives us the hope of greater and better things in store for all of us as a nation, society and organization. The year left behind us with lessons of being more optimistic, persistent, quality and environment conscious. 2016 was eventful in more than one account such as Brexit, Donald Trump as new US President, Indian government's demonetisation move which affected businesses on the short & medium term and its push for a cashless society, and subsequent reduction in GDP growth rate projection from 7.6% to 7.1%.

A growing nation with a steady growth rate needs jobs to be created for its young population, which will eventually push up

consumption as well as domestic savings. Therefore skill development has to balance with job creation efforts. We are expecting huge stimulus by the central and state governments in the coming days, as well as enhanced efforts to scale up foreign investment in both service and manufacturing sectors. A greater push is also expected in this year's union budget towards maximizing job creation in multiple sectors along with its aligned industries. In this background, the creation of 'Indian Skill Development Service' (ISDS) by the 'Ministry of Skill Development and Entrepreneurship' is a welcome sign. This will strengthen and modernize the skill ecosystem in line with the current scientific and industrial progress in the country.

In many ways, 2017 is going to be significant. Key events which may have impact in the previous year will continue to impact the New Year in many ways. The new governments in India's 5 key states which will be elected by February end and

other incumbent state governments along with the Central Government have the mandate to expedite the skill India Initiatives. The government has set a target of training 40.2 crore people under the National Policy for Skill Development by 2022. This calls for a renewed focused approach by all the stakeholders getting rid of any structural blockages.

Looking forward for an exciting and productive year ahead. Once again wish you and your family a happy and prosperous New Year, 2017.

Happy Learning!

Divya Jain
Founder & CEO

INDUSTRY UPDATES

+ Pravasi Kaushal Vikas Yojana (PKVY) to skill youth for jobs abroad



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+ Skill training to be imparted in Haryana's Govt. schools



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+ Jharkhand to train 2 mn youths under Singapore's skill training



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ENVIRONMENTAL FRIENDLY BEST PRACTICES FOR WAREHOUSES



Warehouses are the hubs of the transportation and logistics industry. They store and transport goods all over the country, keeping the economy going. This produces an enormous amount of waste and it is important for warehouses to manage their waste properly.

Although many warehouses consume a great deal of energy and produce large amounts of waste, companies can take several measures to make their warehousing practices more sustainable. The following are tips for lowering the energy consumption and waste production of a warehouse, making it more sustainable and economically productive.

1. Managing Inventory: Matching customer orders to warehouse stock and improving the timing of inbound and outbound shipments can reduce the volume of inventory a facility stores. Controlling inventory helps reduce the amount of equipment, racking, and shelving in the facility. The ultimate example is cross-docking, where inbound shipments stay in the facility for only a few hours.

2. Less packaging: By using less packaging in products and making the boxes more efficient, warehouses can save money on packaging materials and on the amount of energy they expend in moving the products throughout the warehouse. Lighter packages also cut down on shipping costs.

3. Bio-degradable packaging: When using packaging that is environmentally safe, companies ensure that neither they nor their customers are causing any environmental hazards. Furthermore, they are at no risk of violating environmental regulations or incurring fines.

4. Stick to schedule: A schedule is key to ensuring that operations are running as smoothly and efficiently as possible. Having a set schedule and sticking to it ensures that you know exactly what needs to go out when and helps you eliminate multiple journeys to fulfill a task.

5. Reuse: Warehouses have long been experts at reusing items such as pallets and cardboard boxes, as long as they are in usable shape. Packaging material is reused less often, and can be expensive to manufacture and transportation.

6. Lighting: Environmentally friendly LED bulbs have a much longer lifespan than standard light bulbs and don't produce heat. All warehouses should be equipped with lighting that is both environmentally and economically sustainable, reducing energy usage and electricity costs.

8. Proper insulation and building materials: Inefficient building materials and poor insulation leads to a loss in heat and air conditioning, sending electricity bills and energy consumption far higher than necessary.

9. Recycling: Warehouses are better suited than most for recycling products. The majority of the waste from warehouses is cardboard and paper products and these are usually recycled. Some warehouses, however, do not recycle as efficiently as they might, and thus cause higher energy consumption in the production of new cardboard and paper as well as sending more items to landfills.

10. Proper disposal: Another important factor in how warehouses manage waste is the frequency of when their trash and recycling is picked up and the types of containers used to dispose of their waste. Most warehouses opt for closed, front load dumpster containers, despite their smaller size. Large recycling bins are also necessary, especially for a warehouse that produces a log of cardboard waste.

These ten tips for waste management are all effective ways for warehouses to lower their environmental impact and economic expenditures at the same time.

OVERCOMING PROCRASTINATION

Manage Your Time and Get It All Done

Many people procrastinate to different degrees, but some get chronically affected by it thereby upsetting their potentials and career. In order to control this unwanted habit, you should recognize the facts when it happens, why it happens and what can be done as a solution.

What is Procrastination

According to psychologist Professor Clarry Lay, a prominent writer on the subject, procrastination occurs when there's "a temporal gap between intended behavior and enacted behavior." To put it simple, you procrastinate when you put off things that you should be focusing on right now, usually in favor of doing something that is more enjoyable or that you're more comfortable doing.

How to Overcome Procrastination

Follow these steps to deal with and control procrastination.

Step 1: Recognize That You're Procrastinating

Here are some useful indicators that will help you know when you're procrastinating.

- Doing only less important tasks from your To Do List in a day.
- Reading e-mails several times indecisively without starting the work.
- Leaving an important item on your To Do List for a long time knowingly.
- Filling your time regularly with unimportant tasks instead of getting on with the important tasks already on your list.
- Waiting for the "right mood" or the "right time" to tackle the important tasks at hand.

Step 2: Work Out Why You're Procrastinating

One reason is that people find a particular job unpleasant and often the best way of dealing with these is to get them over and done with quickly, so that you can focus on the more enjoyable aspects of the job.

Another cause is that people are disorganized. Organized people are better placed to avoid procrastination because they know how to break the work down into manageable next steps.

Even after being organized, you may doubt about the skills or resources with you to do the overwhelming or important tasks. Also, you may fear success as this may result in swamping of more requests to do this type of task.

Step 3: Adopt Anti-Procrastination Strategies

Procrastination is a deeply ingrained pattern of behavior. That means that you won't just break it overnight. Habits only stop being habits when you have persistently stopped practicing them, so use as many approaches as possible to maximize your chances of beating them.

These general tips will help motivate you to get moving

- You can promise yourself a piece of tasty flapjack at lunchtime on successfully completing the task.
- Ask someone else to check up on you. Peer pressure works!
- You're not delivering value for money of your employer if you're not doing those things. Shame yourself into getting going!
- Aim to "eat an elephant beetle" first thing, every day!

If you're procrastinating because you're disorganized, here's how to get organized

- Keep a To-Do list Add to My Personal Learning Plan so that you can't "conveniently" forget about unpleasant or overwhelming tasks.
- Use Eisenhower's Urgent/Important Principle Add to My Personal Learning Plan to help prioritize your To-Do List.
- Become a master of scheduling Add to My Personal Learning Plan and project planning, so that you know when to start those all-important projects.
- Set yourself time-bound goals Add to My Personal Learning Plan.
- Focus on one task at a time.

If you're putting off starting a project because you find it overwhelming, you need to take a different approach. Here are some tips

- Break the project into a set of smaller, more manageable tasks. You may find it helpful to create an action plan add to My Personal Learning Plan.
- Start with some quick, small tasks if you can, even if these aren't the logical first actions.

If you're doing it because you find the task unpleasant

- Many procrastinators overestimate the unpleasantness of a task. So give it a try
- Hold the unpleasant consequences of not doing the work at the front of your mind.
- Reward yourself for doing the task.

Finally, if your problem is that you can't decide what action to take and are putting off making a decision because you're nervous about making the wrong choice, see our decision-making section. This teaches a range of powerful and effective decision-making techniques. Remember that the longer you can spend without procrastinating, the greater your chances of breaking this destructive habit for good!

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Festival Greetings

- Vasant Panchami February 1
- Guru Ravidas Jayanti February 10
- Maharishi Dayanand Saraswati Jayanti February 21
- Maha Shivaratri February 25

Quote of the Month:
Leap and the net will appear - John Burroughs