




## LEARN A NEW WORD – “Spectacular”

**Meaning:** very impressive to see.

**Sentence:** The view from the top of the hill is quite spectacular.

## MS – OUTLOOK Shortcut Keys

**To**  **To Mail :** Ctrl+1

**To Calendar:** Ctrl+2

**To Task:** Ctrl+4

# POKA-YOKE

## WHAT IS IT?

Poka-yoke is a Japanese term that means ‘error-proofing’ or Inadvertent error prevention. It is derived from the words poke (error) and yokeru (avoid) and usually refers to any mechanism in a process that helps to reduce the potential for human error and minimise mistakes and defects.

### Six Principles of Mistake-Proofing

- Elimination
- Prevention
- Replacement
- Facilitation
- Detection
- Mitigation

Prevent the Occurrence of Human Error

Minimise the Effects After an Occurrence of Human Error

1	<b>Elimination</b>	Redesign the product or process so that the task – or part that contains the error is no longer necessary.
2	<b>Prevention</b>	Design the product or process so that it is impossible to make a mistake or error
3	<b>Replacement</b>	Substitute a more reliable product or process to remove a mistake or error
4	<b>Facilitation</b>	Use techniques or combine steps to make the process easier to perform without making mistakes
5	<b>Detection</b>	Identify any error before a process begins so that any mistake are quickly corrected
6	<b>Mitigation</b>	Seek to minimise the effects of errors

## 5 Better Ways to Cultivate Positive Thoughts

1 

Be Conscious of your Thoughts

2 

Keep Yourself Engaged

3 

Get Rest Relax & Recharge

4 

Shield yourself from Triggers

5 

Stop your Thoughts of Comparison

Well, we're both fruit.



## 25 Years of Service @ Rialto Enterprises - 2022



**Sudhakar S**

**Muthaiah S**

**Sankar G**



**Manjula J**



**Anbalagan K**



**K G Prabhu**



**Babu Rizwan**

Completing 25 years of service in an organization is a unique achievement in a employees' career. We are proud to announce that Seven of our employees has completed 25 years. They were rewarded with a momento for their long service.

## K V HR Forum Meet @ Rialto Enterprises on 16<sup>th</sup> December 2022

Excellence is always a journey, This journey become valuable when it is taken together. In line with this principle, Rialto Team had organized a HR Benchmark Visit for HR Managers in the Vicinity organized as part of KV HR Forum. The visited HR Team appreciated the well organized and detailed knowledge sharing session and they were also impressed with our Green Initiatives & Awards.

