

Guidelines

Prepared by:

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PHASES

EXPLANATIONS

sThis guidelines refers to the to preparation for the Reading Seeds session or class. Preparation shall be made after obtaining confirmation from invited participants. The Librarian or Designated Officer (DO) shall do the following tasks:

1. Prepares the attendance list.
2. Notifies the Finance Unit and Facility Management Unit regarding the confirmation of the reservation of the program venue.
3. Informs the ICT Unit regarding the usage of computer facilities and the internet connection inside the program venue.
4. Prepares the note or hands-on and other relevant teaching aids.
5. Prepare the related form as below:
 - a) **FRM-IS-MR-09 Beneficiaries Satisfaction Rating Form**
 - b) **FRM-IS-MR-10 Partnership Satisfaction Rating Form**
6. Requests the souvenirs from Corporate Management Division.
7. Prepares the refreshment for the participants.

NOTE: The refreshment shall not be provided if the duration of the Reading Seeds session is within or less than one (1) hour.