

Guidelines

Prepared by:

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25th November 2021

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PHASES**EXPLANATIONS**

Preparation for the Online Database Training and Workshop refers to the to preparation for following:

- i. Online Public Access Catalog (OPAC) session or class.
- ii. Online Database training or workshop.

Preparation shall be made after obtaining confirmation from invited participants. The Librarian or Designated Officer (DO) will do the following tasks:

1. Prepare 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.
 - a) Note for students
 - i. Information searching technique (based on relevant module).
 - b) Note for community
 - i. Information searching technique (based on relevant module).
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. Request the souvenirs from Corporate Management Division.
7. Prepare the refreshment for the participants.

NOTE: The refreshment will not be prepared if the duration of the Online Database Training and Workshop is within or less than one (1) hour.