

# Guidelines

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## PHASES

## EXPLANATIONS

This 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. Prepare the attendance list.
2. Notifies the Finance and Venue Management Division regarding the confirmation of the reservation of the ICT Training Room, Seminar Room 1 and 2 usage.
3. Informs the ICT Infrastructure Division regarding the usage of computer facility and the internet connection inside the ICT Training Room, Seminar Room 1 and 2
4. Prepare the note or hands-on and other relevant teaching aids.
5. Prepare the “Beneficiaries Satisfaction Rating Form”.
6. Prepare the “Partnership Satisfaction Rating Form” (if any collaborator involved).
7. Request the souvenirs from Corporate Communication Division.
8. Prepare 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.

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