

Guidelines

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1.0 Before Training

1.1 For training under the annual Training Plan (TP), a training provider shall be contacted and asked to submit quotation/ proposal for the management's approval. Once approval is granted, the Training Manager (TM) shall proceed with requisition process. The Service Order/ Purchase Order and issued to the training provider once they are ready.

1.2 Two weeks before the schedule training, contact each participant through email and remind them to be present during the training.

Three days before the training, a reminder email is sent to each participant through email with indication "Gentle Reminder".

The email may contain the following training information:

- i. A brief explanation of the training objective
- ii. Title
- iii. Date/Time
- iv. Venue
- v. Facilitator(s)
- vi. Participants.
- vii. Attendance Record via QR Code

1.3 The training provider shall provide all the training materials either in hardcopy or softcopy before the scheduled training.

1.3.1 Prepare the following training kits;

- i. One LCD
- ii. One notebook

1.4 To remind the participants to scan the QR Code attendance 15 minutes before the training started.

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2.0 **During Training**

2.1 Reach the training venue with the training kits and training materials at least 30 minute before training registration start.

2.1.1 Set up training registration table.

2.1.2 Arrange the training materials on the training registration table.

2.1.3 Perform registration of participants when participants arrive;

- a) Check the participants name to be spelled correctly
- b) Hand out the training materials/folder to the participants courteously

2.1.4 Check everything is in order before leaving the training venue returning for the other works.

3.0 **After Training**

3.1 Training Manager to record the data in Internal Management System within 7 days after the training been conducted.

3.2 Prepare training certificate (if required) and issue to the participant within 2 weeks from the training completion date.

3.3 Training Manager to send Feedback form via Internal Management System within 7 days after the training been conducted.

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