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Guidelines

Reviewed by:

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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 before the scheduled training.
 - 1.3.1 If the facilitator is paid an honorarium (via Borang Bayaran Saguhati kepada Pensyarah/Penceramah dan Fasilitator Sambilan), a photocopy of the training materials must contain the following;
 - i. The pages are in sequential number
 - ii. No missing page
 - iii. Legible printing
 - 1.3.2 Prepare the following training kits;
 - i. One LCD
 - ii. One notebook
 - iii. To prepare Facilitator Training Kits
- 1.4 To remind the participants to scan the QR Code attendance 15

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minutes before the training started.

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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