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### TRAINING COMMUNICATION PROCEDURE:

Training communication procedure assists the HR department in conveying the training event announcement to FBSU faculty members and administrative staff. This includes external and/or internal events, specific lectures, hand-on-job-training, IT system training and practical workshops.

1. The HR director or his representative should use all communication channels to deliver the announcement on the conduction of a professional training to FBSU faculty and administrative staff. (Announcements may be delivered by email, flyers and posters, internal memos...)
2. The communication message should be sent to the concern people according to the training needs analysis or in the case a training request has been made.
3. The communication message should include the following information:
  - a. The training subject and goal
  - b. The trainer or trainers' names and occupations.
  - c. The training date, time and duration.
4. All recipients should respond back to the HR director or his/her representative to accept and confirm their attendance and participation in the training.