

Procedure #	AD-110-P2	Revision #	01
Accessibility level	A	Effective date	April 27, 2015

TRAINING COORDINATION PROCEDURE:

Training coordination letter is a formal letter that is used to arranging training elements such as training time, date, textbooks, material, etc.

1. The HR department is responsible to coordinate all training activities and materials for trainees.
2. The HR department should also mention in the coordination letter the following:
 - a. Basic training information: Title, date, trainer, trainees, etc.
 - b. The training material including the textbooks and handouts.
 - c. Flipcharts, notebooks, pens, etc.
 - d. Any special material to be delivered during the training such as videos, games, etc.
3. The HR department should send the coordination letter to the procurement department to help in providing the required material on time.
4. All materials should be handed to the HR department two days before the training event date.
5. The HR department should make sure that the training room is not occupied by other events, , and the required equipment for the training sessions' (such as tables and chairs, computers, LCD projectors, audio system....) are available and in working order.