

PROFESSIONAL DEVELOPMENT & TRAINING POLICY

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TRAINING REQUEST PROCEDURE:

Training request must be made by an official application submitted by a department/unit or an employee to attend a training program. The application and training request form should be duly filled and submitted for all type (internal or external) of professional trainings.

1. Departments or employees applying for training should explain the reasons for attending the program.
2. The employee should secure the approval and signature of his/her department director or supervisor; the department head/director should explain and justify the request in writing his recommendation.
3. The Department director would send the training request along with his/her recommendation to HR.
4. The HR department should evaluate the Training request by taking into account, the Job description of the applicant and the suitability of the program, the capability of the applicant, the director recommendation...
5. The HR department should communicate the final decision on the training request to the employee and/or the department head by email.