

## REFRESHER TRAINING SOP

1. Identify the basis for refresher
2. identify the module
  - (a) identify functionalities to target
3. Submit a training proposal
4. identify training material
  - (a) Presentations
  - (b) Handouts
  - (c) Training program
  - (d) Print out signing sheets
  - (e) Print out evaluation forms
5. communicating to the facility- about the training, suggest date, training list
  - (a) email DHO
  - (b) cc Facility incharge
  - (c) cc Project coordinator
6. requisitions
  - (a) travel requisition
  - (b) training requisitions
  - (c) stores requisitions
  - (d) vehicle requisition
7. hardware setup
  - (a) configure and test servers
  - (b) configure and test workstations
  - (c) prepare network cables
  - (d) test network switches
  - (e) test generator
  - (f) prepare toolbox
8. collect allowances and stationery if required
9. go

#### DURING THE TRAINING

1. Pay a curtesy call
2. hardware setup and testing
3. training

#### AFTER TRAINING (on site)

1. distribute evaluation forms
2. account for hardware

#### BACK TO OFFICE

1. Handover hardware
2. Reconciliation with the accounts
3. submit a report within one week
- 4.