training process

Version 1.0

2014-07-21



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# overview

## purpose

This Training Process is built up to manage and conduct training at project, department as well as organization level which will be happened regularly and be effectively and efficiency.

## scope

This process is suitable for training which is conducted at project, department and organization level. It can be training on specific technologies, languages, processes, tools, skills, etc…also training requested from clients.

The minimum attendee for each training session should be at least 5 people and not over 10 people.

## participants

Any person who has demand and beneficial from the training.

# training procedure

## conditions

Some items which the training process needs to achieve:

* Trainer’s available
* Course’s available
* Nominated presenter’s available to compose training course in case that course does not exist yet
* Enough trainees per session. In case not, Training Coordinator will inform other projects to nominate member to attend this session.
* Course material will be managed and controlled by Training Coordinator
* All facilities for training session will be prepared by Training Coordinator like booking room, projector, printed material, etc…
* Trainer needs to make sure all trainees sign the Attendance form by end of each session
* Trainees will do End Session Evaluation after each session

## entry criteria

This process will be started at beginning of each month when Director\Project Manager\Employee send training request to Training Coordinator by using Training Request Form.

That form includes information like:

* Course name
* Needed Timeframe
* List of Trainees
* Course material

## workflow



## exit criteria

This process will be ended with following outputs:

* Course material for new course
* Signed Session Attendance List
* End Session Evaluation form
* Result of Evaluation
* Update Training Records of Attendance.

# measurements

This process will be evaluated based on some indicators:

* Deviation between number of training conducted and number of training scheduled/requested
* Deviation between number of attended trainees and registered trainees
* Course duration
* Trainer ability

# Document information

## References

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Reference Type | Reference Title | Comment |
| 1 | Form | INI\_Sign Of Attended Trainees |  |
| 2 | Form | INI\_Training Evaluation |  |
| 3 | Form | INI\_Training Request Form |  |
| 4 | Form | INI\_Training Records |  |

## Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date | Description | Location | Author |
| 1 | 07/21/2014 | Create initiate training process |  | Anna Do |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |