
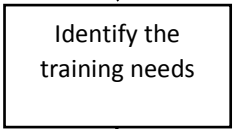
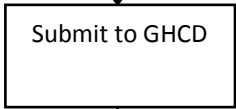
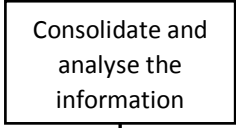
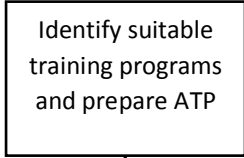
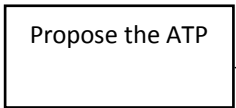
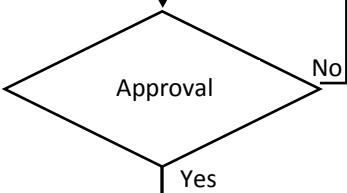
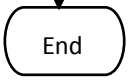

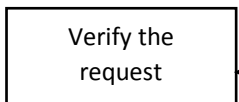
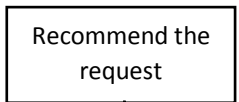
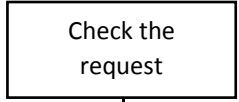
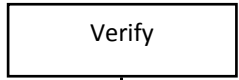
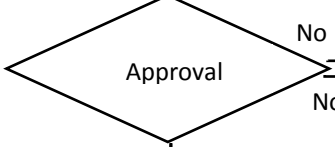
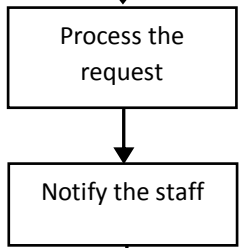
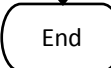
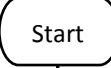
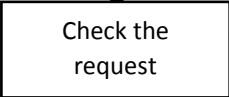

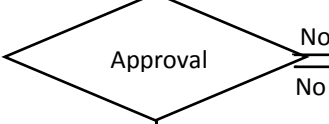
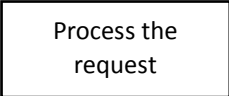
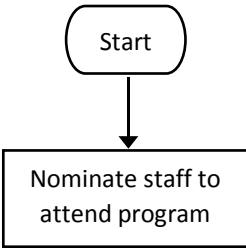
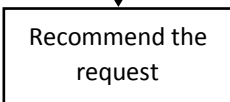
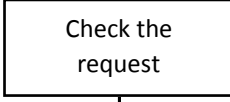

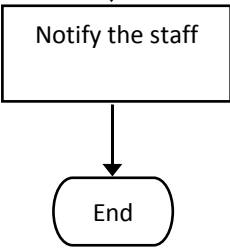

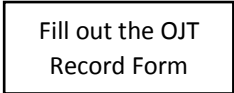
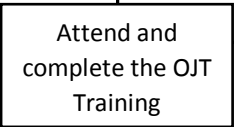
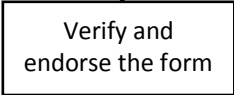
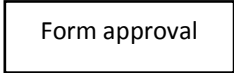
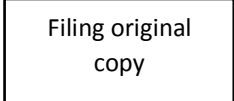
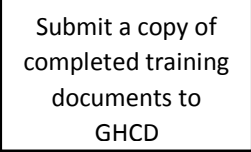
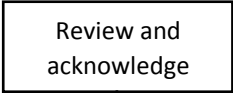
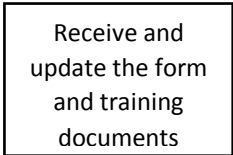
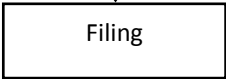
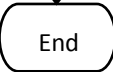


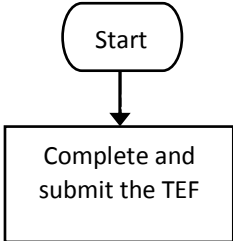
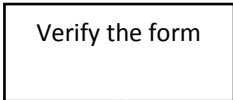
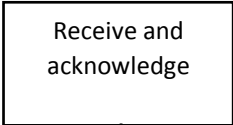
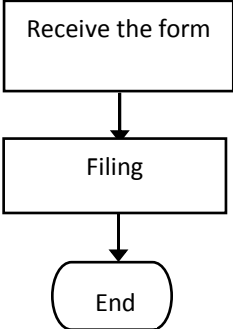
RESPONSIBILITIES	FLOWCHART IDENTIFYING TRAINING NEEDS	REFERENCE
STAFF	 <pre>graph TD; Start([Start]) --&gt; Identify[Identify the training needs];</pre>	6.2
HOD	 <pre>graph TD; Identify --&gt; Discuss[Discuss with staff on training needs];</pre>  <pre>graph TD; Discuss --&gt; Submit[Submit to GHCD];</pre>	6.3
TM, GHCD	 <pre>graph TD; Submit --&gt; Consolidate[Consolidate and analyse the information];</pre>  <pre>graph TD; Consolidate --&gt; Identify[Identify suitable training programs and prepare ATP];</pre>	6.4  6.5
HEAD OF GHCD	 <pre>graph TD; Identify --&gt; Propose[Propose the ATP];</pre>	6.6
CEO/COO/ED	 <pre>graph TD; Propose --&gt; Approval{Approval};</pre>  <pre>graph TD; Approval -- Yes --&gt; End([End]); Approval -- No --&gt; Propose;</pre>	6.7

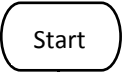
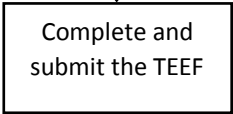
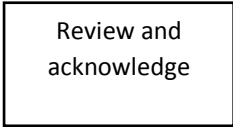
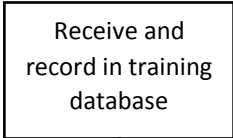
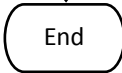
RESPONSIBILITIES	FLOWCHART EXTERNAL TRAINING REQUISITION	REFERENCE
STAFF	 <pre>graph TD; Start([Start]) --&gt; Complete[Complete and submit the ETRF];</pre>	7.1.2
IMMEDIATE SUPERIOR	 <pre>graph TD; Complete[Complete and submit the ETRF] --&gt; Verify[Verify the request];</pre>	7.1.3
HOD	 <pre>graph TD; Verify[Verify the request] --&gt; Recommend[Recommend the request];</pre>	7.1.4
TM GHCD	 <pre>graph TD; Recommend[Recommend the request] --&gt; Check[Check the request];</pre>	7.1.5
HEAD OF GHCD	 <pre>graph TD; Check[Check the request] --&gt; Verify[Verify];</pre>	7.1.6
CEO/COO/ED/ HEAD OF GHCD	 <pre>graph TD; Verify[Verify] -- Yes --&gt; Approval{Approval};</pre>	7.1.7
TE GHCD	 <pre>graph TD; Approval -- Yes --&gt; Process[Process the request]; Process --&gt; Notify[Notify the staff];</pre>	7.1.8 7.1.9
	 <pre>graph TD; Notify[Notify the staff] --&gt; End([End]);</pre>	

RESPONSIBILITIES	FLOWCHART IN-HOUSE TRAINING (REQUISITION TO CONDUCT TRAINING)	REFERENCE
REQUESTOR	 <pre>graph TD     Start([Start]) --&gt; Submit[Complete and submit the IHTRF]</pre>	7.2.4
TM GHCD	 <pre>graph TD     Submit --&gt; Check[Check the request]</pre>	7.2.5
HEAD OF GHCD	 <pre>graph TD     Check --&gt; Verify[Verify]</pre>	7.2.6
CEO/COO/ED/ HEAD OF GHCD	 <pre>graph TD     Verify --&gt; Approval{Approval}</pre>	7.2.7
TE GHCD	 <pre>graph TD     Approval -- Yes --&gt; Process[Process the request]</pre>	7.2.8

RESPONSIBILITIES	FLOWCHART IN-HOUSE TRAINING (NOMINATION OF STAFF TO ATTEND TRAINING)	REFERENCE
IMMEDIATE SUPERIOR	 <pre> graph TD     Start([Start]) --&gt; Nominate[Nominate staff to attend program] </pre>	7.3.1
HOD	 <pre> graph TD     Nominate --&gt; Recommend[Recommend the request] </pre>	7.3.2
TM GHCD	 <pre> graph TD     Recommend --&gt; Check[Check the request] </pre>	7.3.3
HEAD OF GHCD	 <pre> graph TD     Check --&gt; Verify[Verify] </pre>	7.3.4
TE GHCD	 <pre> graph TD     Verify --&gt; Notify[Notify the staff]     Notify --&gt; End([End]) </pre>	7.3.5

RESPONSIBILITIES	FLOWCHART ON-THE-JOB TRAINING REQUISITION	REFERENCE
HOD	 <pre>graph TD     Start([Start]) --&gt; Select[Select instructor and staff]</pre>	8.2
INSTRUCTOR	 <pre>graph TD     Select --&gt; Fill[Fill out the OJT Record Form]</pre>	8.3
STAFF (TRAINEE)	 <pre>graph TD     Fill --&gt; Attend[Attend and complete the OJT Training]</pre>	8.4
IMMEDIATE SUPERIOR	 <pre>graph TD     Attend --&gt; Sign[Sign the completed form]     Sign --&gt; Verify[Verify and endorse the form]</pre>	8.5
HOD/MANAGER	 <pre>graph TD     Verify --&gt; Approval[Form approval]</pre>	8.6
ADMINISTRATOR	 <pre>graph TD     Approval --&gt; Filing[Filing original copy]</pre>	8.7
TM GHCD	 <pre>graph TD     Filing --&gt; Submit[Submit a copy of completed training documents to GHCD]</pre>	8.8
TE GHCD	 <pre>graph TD     Submit --&gt; Review[Review and acknowledge]</pre>	8.9
	 <pre>graph TD     Review --&gt; Receive[Receive and update the form and training documents]</pre>	
	 <pre>graph TD     Receive --&gt; Filing[Filing]</pre>	
	 <pre>graph TD     Filing --&gt; End([End])</pre>	

RESPONSIBILITIES	FLOWCHART TRAINING EVALUATION	REFERENCE
STAFF	 <pre> graph TD     Start([Start]) --&gt; TEF[Complete and submit the TEF] </pre>	9.1
IMMEDIATE SUPERIOR	 <pre> graph TD     TEF --&gt; Verify[Verify the form] </pre>	9.2
TM GHCD	 <pre> graph TD     Verify --&gt; Ack[Receive and acknowledge] </pre>	9.3
TE GHCD	 <pre> graph TD     Ack --&gt; Rec[Receive the form]     Rec --&gt; Filing[Filing]     Filing --&gt; End([End]) </pre>	9.4

RESPONSIBILITIES	FLOWCHART TRAINING EFFECTIVENESS	REFERENCE
IMMEDIATE SUPERIOR	 Start	10.1
TM GHCD	 Complete and submit the TEEF	10.2
TE GHCD	 Review and acknowledge	10.3
	 Receive and record in training database	
	 End	