

INSTRUCTOR'S CHECKLIST

Course Name	: Spring		
Course Code	: Spring	Class ID	: 35724
Class Date	: 03/04/2023 - 07/04/2023	Time	: 09:00 AM to 05:00 PM
Trainer Name	: M. Baji Rao	Classroom	: Virtual Instructor-Led Training (VILTOFF20)
Training Venue	: Virtual Instructor-Led Training - Invitation calendar will be shared in another email	Contact Person	: -

To-do List (Please tick once done)

E-Attendance

- ☐ To ensure e-attendance signed by participant on every day of the training.
- ☐ E-Attendance URL: <https://feedback.iverson.com.my/ifs/eattendance.php> | Class ID : 35724
- ☐ To provide the **Class ID** and **Student ID** to participants. An email containing these information has been sent to your email. Please check your inbox (junk/spam folders as well).
- ☐ Offsite training: Please ensure on the signed attendance list & evaluation feedback will be returned to us within 1 week after training completed.

Group photo for virtual instructor-led classes (mandatory)

- ☐ Please take a group photo with all participants & trainer open cam before training finish.
- ☐ Send the photo to this email address: iverson-it@iverson.com.my
- ☐ Please contact Hooi Feng at +60 16-362 7842 if trainer need assistance.

Minimum training hours for VILT

According to HRD Corp requirement, we need to complete the training programme with at least:

- ☐ 80% attendance (SBL Khas)

Therefore, trainer **cannot** end the session earlier and to strictly follow the start/end time as stated. Otherwise, it will affect customer's claim process and your remuneration package.

Online Evaluation

- ☐ To ensure the evaluations are completed at the end of training.
- ☐ Iverson Evaluation System (Online) : <https://feedback.iverson.com.my/ifs> | Class ID :35724
- ☐ To provide the **Class ID** to participants. An email containing these information has been sent to your email. Please check your inbox (junk/spam folders as well).
- ☐ First Day Class Survey : <https://feedback.iverson.com.my/firstday> | Class ID : 35724
- ☐ First Day Class Survey need to be completed at the end of the **first day** of training.

Certificate of Attendance (E-Cert)

- ☐ E-cert will be emailed to participants after training session ended.

Signature (**M. Baji Rao**):

Date:



Note: Please return this form immediately after the training ended to Suhana or email to suhana@iverson.com.my