

	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : Learning & Development	
SR.HR.P.03.003	Policy : Cross-Training Program	
Supersedes Policy No: <u>n/a</u>	Issued on: 30 November 2017	Effective Date: 1 December 2017


Purpose:

Savan Legend Resorts Sole Company Limited supports the employee development and growth. Management commit to develop employees who perform excellent jobs and they want to expand their career experience in other areas, either internal or external department.

Procedure:

1. Eligibility employees are the ones who has complete 6 months service period with company
2. The interest is only possible to undergo cross training one area at a time.
3. The prospective trainee could contact Human Resources for the **Cross-Training Requisition Form**. Human Resources will explain the Policy and Procedure for this program
4. The interest submits the application which has got prior approval by their Department Head to Human Resources.
5. Human Resources communicate with the accepting Department head and Department Head outlines the training plan and submit to Human Resources.
6. Once the employee would not complete the program and request to cancel, reapplying the same or others could be possible only one month later from the cancellation day.
7. Minimum during of cross-training program is 60 hours. consecutive within 4 months. The schedule is arranged by the most convenience of trainer and trainee. After the completion, the trainee will get the official certificate from company.
8. Training must conduct during the off-duty time. The one-hour break could be counted if it is the full day training.
9. The Cross-training must not affect to the daily operations either the original job of trainee and/or the trainers
10. The accepted Departmental Trainer/Department Head prepares the **Cross-Training Checklist Form** as the training guideline and get signature when complete each topic.
11. Upon the training completion, the trained Department Head may require the project, report or test. The trained Department Head may arrange the meeting to summarize the experience gained from cross-training program.
12. Cross-training is not the transfer or promotion. Anyways, the interest could request for internal transfer with this cross-training certificate as the supportive reference.

Initiated By



Director of Human Resources

Approved By



Chief Operating Officer



CROSS-TRAINING REQUISITION FORM

Employee Name: _____ Employee ID No.: _____

Current position: _____ Department: _____

Employed Date: _____ Length of Service: _____

Requested Cross-Training in: _____ Department: _____ From: _____ to _____

The purpose of my cross-training: _____

Knowledge/Skills/Areas to Focus: _____

I understand the property Cross-Training Program Policy and will abide by it.

Employee's Signature: _____

Date: _____

Origin Department Head:	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree
Remark: _____		
Signature _____	Date _____	
Human Resources:	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree
Remark: _____		
Signature _____	Date _____	
Trained Department Head:	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree
Remark: _____		
Signature _____	Date _____	

Can start in this department on (date): _____



CROSS-TRAINING CHECKLIST

Employee Name: _____ Employee ID No.: _____

Current position: _____ Department: _____

Training Department: _____ Training Duration: _____

Trained Section: _____

Job List	Trained Date	Time	Trainer's Name	Trainer's Signature

☐ Pass

☐ Not pass

Comment from Trainer: _____

☐ Pass

☐ Not pass

Comment from Trained Department Head: _____

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Division/Department Head's signature

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Director/Manager of Human Resources