

DEPARTMENT	OEC-HRD-TR-P-01	ISSUE DATE	REVISION #
HR	TRAINING PROCESS	2015-12-01	0.0
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PURPOSE

To ensure personnel are competent by identifying their training needs and providing for the same.

SCOPE

This process is applicable to all personnel at OEC Records Management Company.

REFERENCE

None

RESPONSIBILITY

Head of Department is responsible for Identifying training needs of individuals, identifying suitable training programs, and assessing the effectiveness of the training giving to his/her team members.

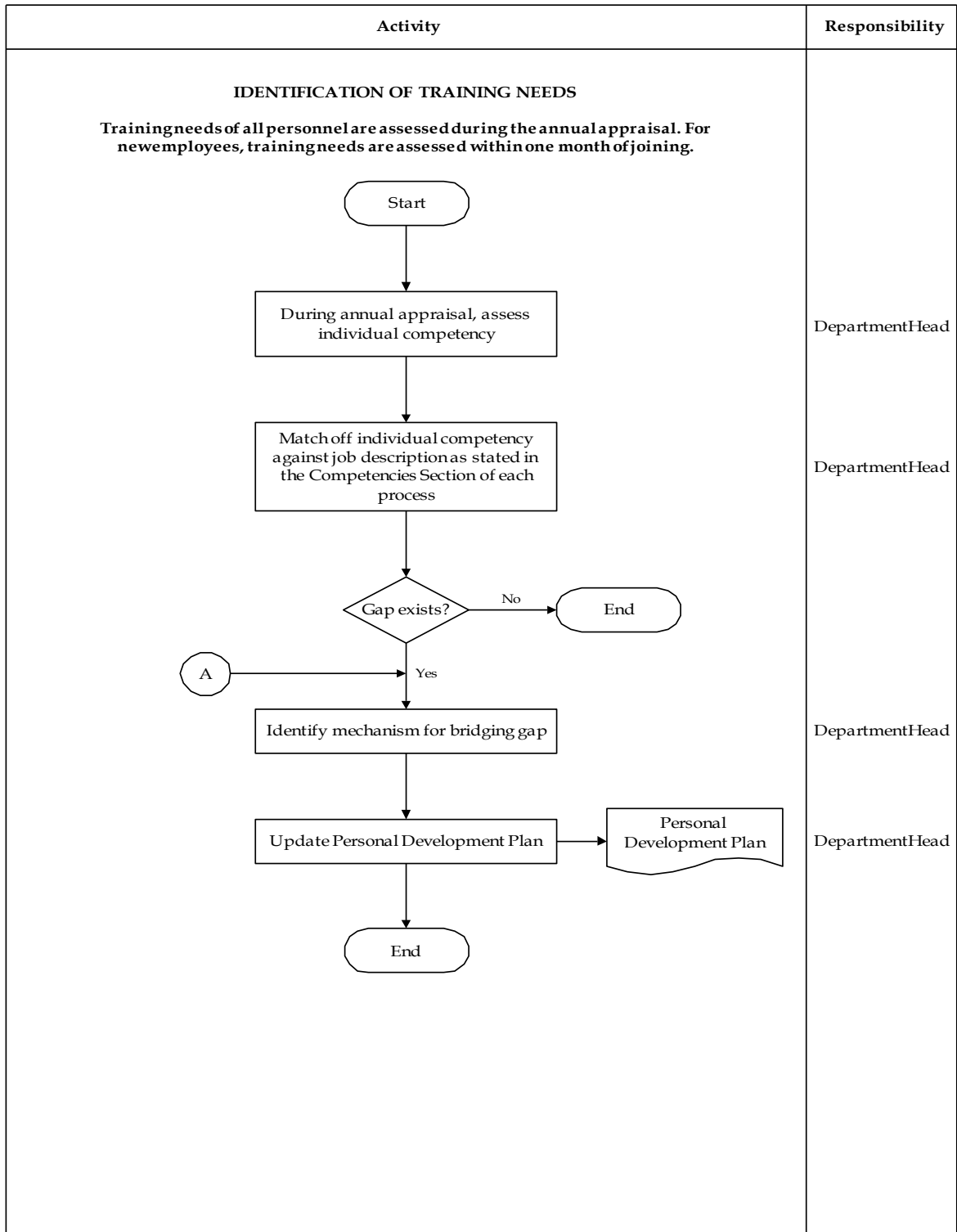
PROCEDURE / DESCRIPTION OF ACTIVITIES

Refer to the flow chart for the detailed activity steps.

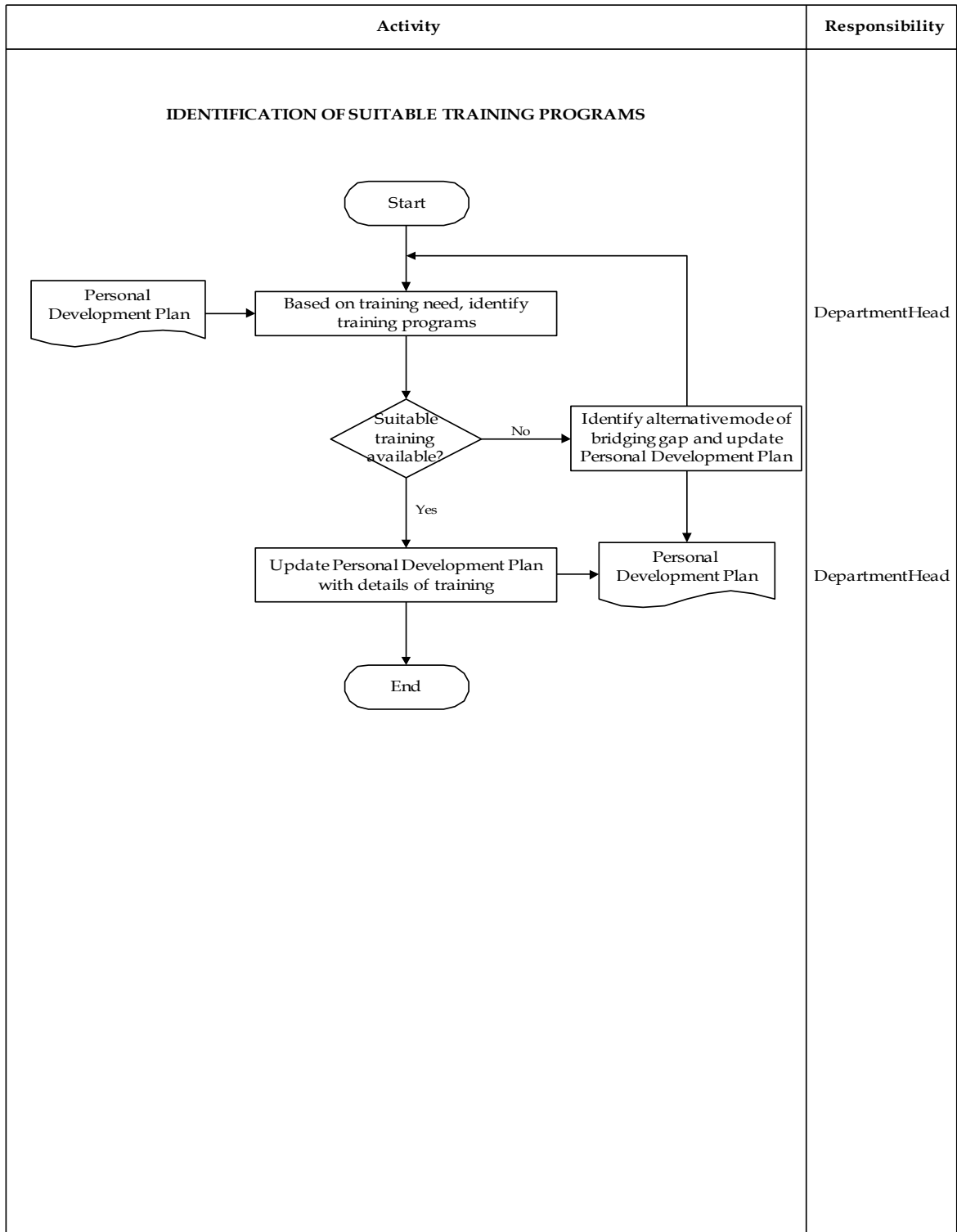
FORMATS / EXHIBITS

Record Number	Record Title	File Name	Location of Record	Maintained By	Retention Period
OEC-HR-TR-F-01	Personal Development Plan	Training File	Office of Department Head	Department Head	At least 3 years
OEC-HR-TR-F-02	Training Record	Training File	Office of Department Head	Department Head	At least 3 years

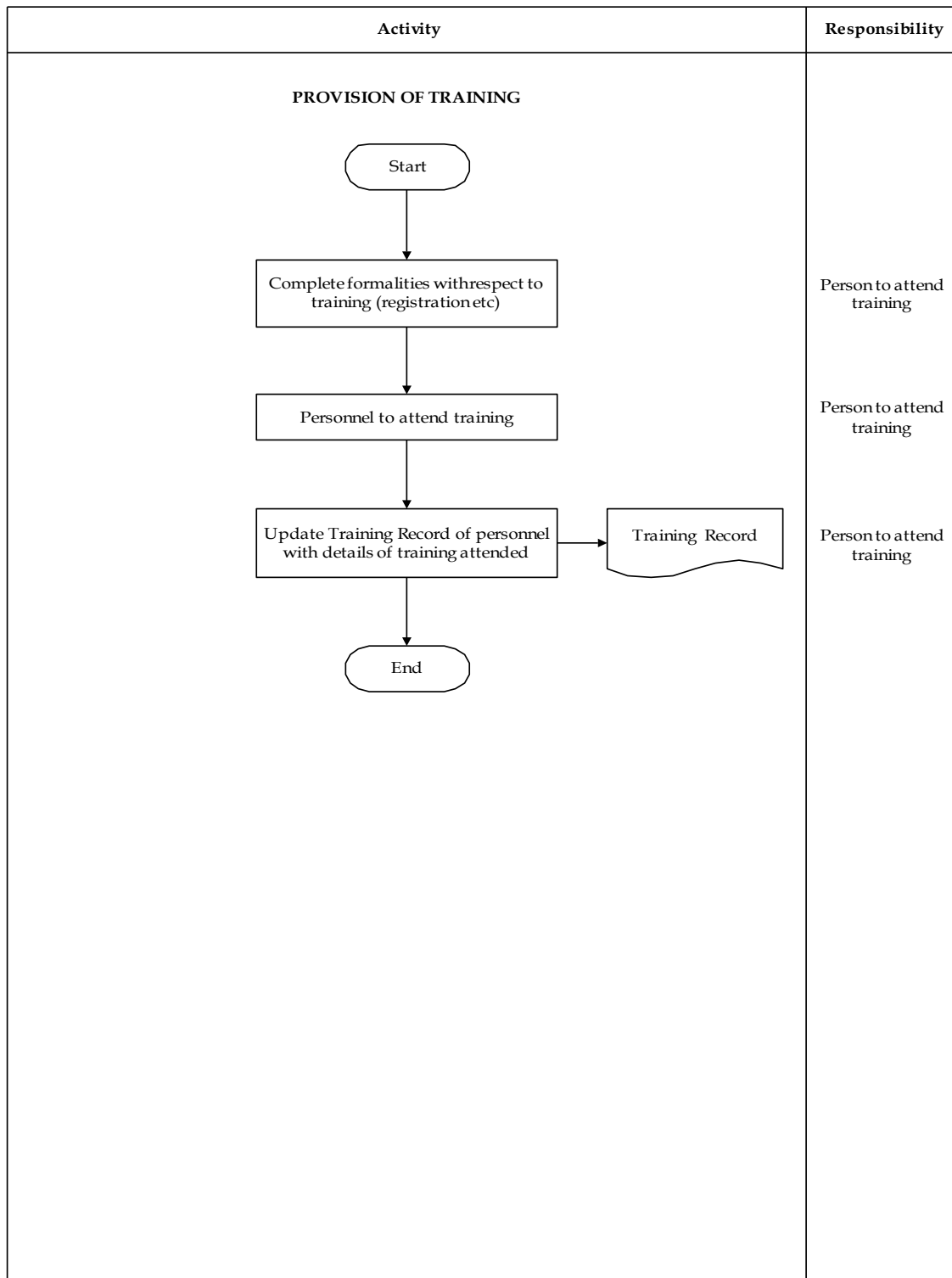
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