



INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

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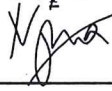
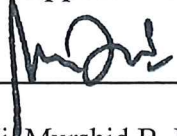
IN-HOUSE TRAINING FOR ADMISTRATIVE  
AND TECHNICAL STAFF


EFFECTIVE DATE : 01/06/2021

DOCUMENT NO. : IIUM/CFS/SP/09

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## IN-HOUSE TRAINING FOR ADMISTRATIVE AND TECHNICAL STAFF

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Position : Assistant Director Human Resource Unit CFSIIUM	Position : Dean Centre for Foundation Studies, IIUM
Date : 01/06/2021	Date : 01/06/2021

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### **1. OBJECTIVE**

To ensure the fulfillment of training needs of the CFS administrative and technical staff members are efficiently and effectively meet.

### **2. SCOPE**


This procedure implemented by Administrative & Human Resource Unit, CFS IIUM.

### **3. DEFINITION/ABBREVIATION**

- 3.1 AD            Assistant Director
- 3.2 FD            Finance Department
- 3.3 AAO          Assistant Administrative Officer
- 3.4 AA            Administrative Assistant
- 3.5 CTD          Continuous Talent Development
- 3.6 HURIS        Human Resource Information System


### **4. REFERENCES**

- 4.1 MSD Training Process
- 4.2 HR Policies & Guidelines

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### 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
AD, HRU	5.1 To prepare proposal for the In-House Training. 5.2 To submit completed proposal to the Finance Department. 5.3 To send invitation via email/letter to the speaker(s). 5.4 To select participants to attend the training.
AAO	5.5 To inform CFSIIUM community regarding the training through announcement via email. 5.6 To give details of the training to the selected participants. 5.7 To monitor the evaluation process by the participants.
AA	5.8 To distribute and compile evaluation form for the training (Face-to-face In-House Training) 5.9 To create online evaluation form and share the link to participants (Online In-House Training) 5.10 To key-in and record CTD Points into HURIS after the training.
FD	5.11 To decide on approval of the proposal based on budget allocation under CFS Trust Account.

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#### 5. RESPONSIBILITY AND DETAILED PROCEDURE

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
AA, AAO	5.12 To be in charge of venue and registration preparation (Face-to-face In-House Training). 5.13 To create Zoom and I-Attend registration link (Online In-House Training)

#### 6. QUALITY RECORDS

<b>NO.</b>	<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>LOCATION</b>	<b>RESPONSIBILITY</b>
1.	Proposal Papers of the In-House Training	5 Years	Filing Room AHRU	AA
2.	Evaluation forms on the in-House Training	5 Years	Filing Room AHRU	AA
3.	Analysis of the Evaluation	5 Years	Filing Room AHRU	AA
4.	List of participants	5 Years	Filing Room AHRU	AA



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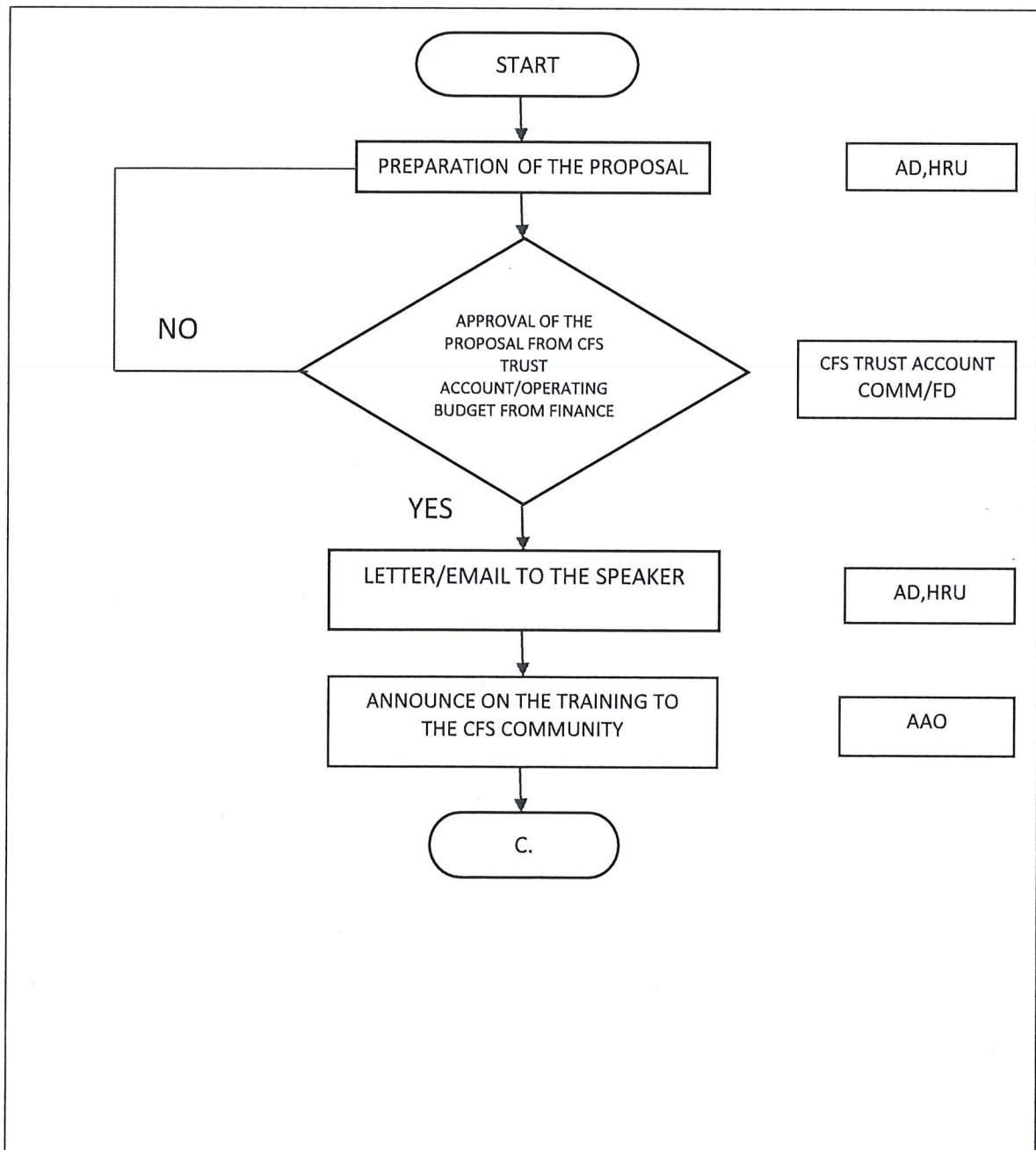
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### 7. FLOW CHART



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**7. FLOW CHART**

