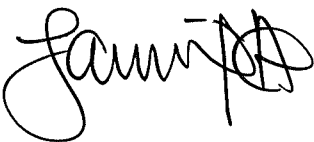
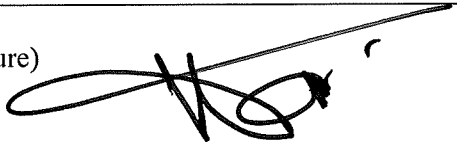


IN-HOUSE TRAINING FOR CFS STAFF

Prepared By:	Approved By:
(Signature) 	(Signature) 
Name: Zainul Abidin Bin Ibrahim	Name: Hasanul Basri Abdullah
Position: Assistant Director, Human Resource Department	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 th April 2025	Date: 15 th April 2025

1.0 OBJECTIVE

To ensure the fulfillment of training needs of the CFS staff.

2.0 SCOPE

- 2.1 This procedure is implemented by Human Resource Department and Continuous Professional Development Unit, CFS IIUM.
- 2.2 This procedure

3.0 ACCOUNTABILITY

- 3.1 Centre for Foundation Studies
- 3.2 Human Resource Department
- 3.3 Director (Administration)
- 3.4 Academic Department

1.0 ABBREVIATION (If any)

- 4.1 AD Assistant Director
- 4.2 C Coordinator
- 4.3 AA Administrative Assistant
- 4.4 CTD Continuous Talent Development
- 4.5 HURIS Human Resource Information System
- 4.6 HRD Human Resource Department
- 4.7 CPDU Continuous Professional Development Unit
- 4.8 OC Organizing Committee
- 4.9 Dept Department

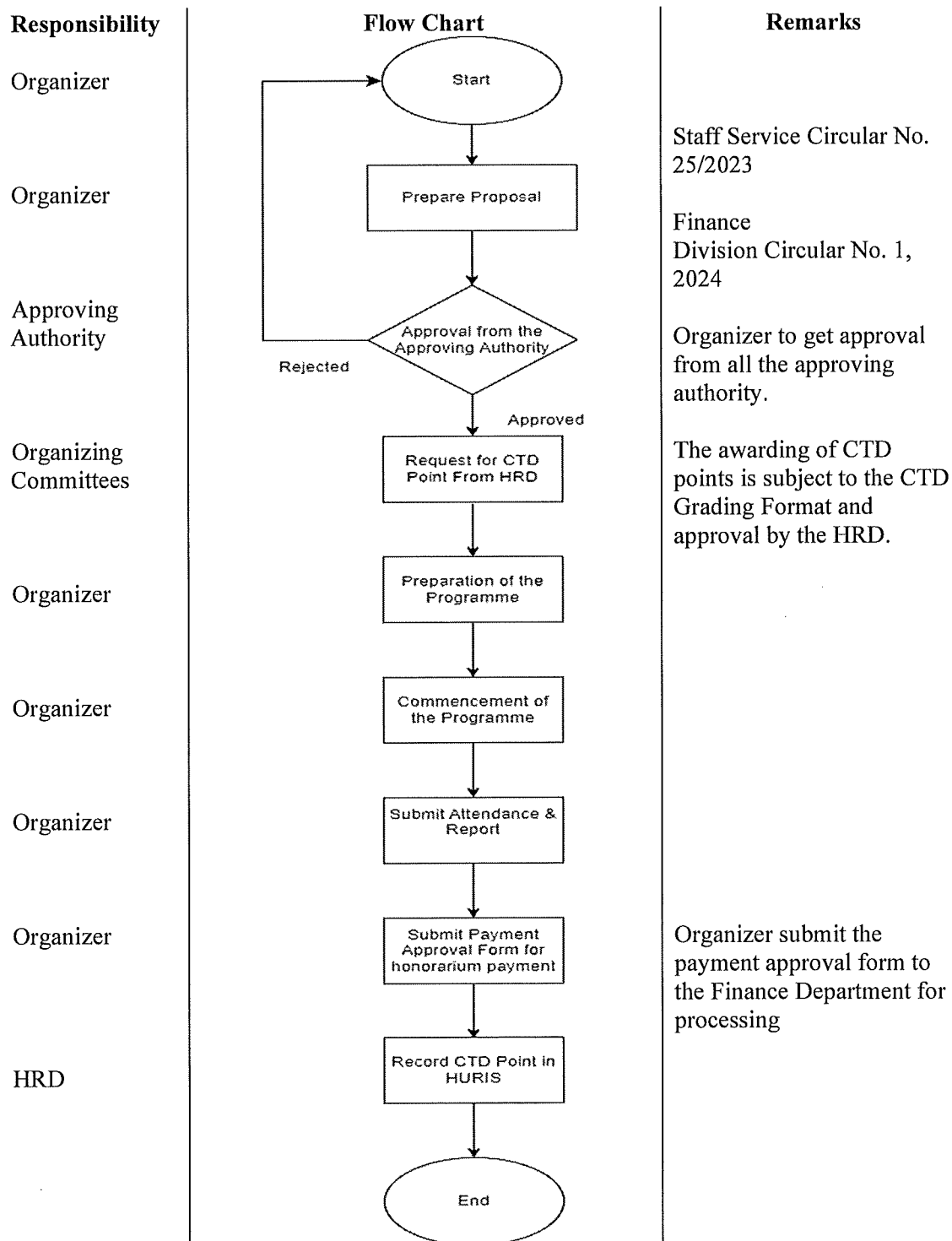
2.0 REFERENCE

- 5.1 MSD Training process
- 5.2 HR Policies & Guidelines
- 5.3 Pekeliling Perbendaharaan Bil.2 Tahun 2005
- 5.4 Pekeliling Perbendaharaan Bil.3 Tahun 2005
- 5.5 Pekeliling Perbendaharaan Bil.6 Tahun 2005
- 5.6 Pekeliling Perbendaharaan Bil.2 Tahun 2006
- 5.7 Manual Dasar Latihan Sumber Manusia Sektor Awam
- 5.8 STEPS/HURIS Manual

3.0 RECORD RETENTION PERIOD

5 Years

4.0 PROCESS FLOW



ANNEXURE

1. CFS GUIDELINES FOR ORGANIZING A TRAINING PROGRAMME FOR ACADEMIC & ADMINISTRATIVE STAFF