Training Notification Template

Format No.

Type of Notification	Course type	Language of Training
[ ] Initial [ ] Updated		

Training Topic			
Training Location	**Training Date**	**Trainer Name**	

Training Schedule

Training Material	Date	Start Time	End Time

Instruction for Trainee

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Course Material

Name of Trainee & Sign

1.
2.
3.
4.
5.
6
7
8
9
10

Return Back to Human Resource Department

HUMAN RESOURCE – EXECUTIVE