

TRAINING MEMO

REFERENCE: GAM/TM/23/01
TO: All GAM Personnel
FROM: Training Manager
DATE: 31 July 2023
SUBJECT: Introduction of Training Request Procedure

Dear All GAM Personnel,

This is to introduce a streamlined procedure for requesting ad-hoc training (not stated in the monthly training plan) within our organisation. This process aims to enhance efficiency and ensure a smooth workflow for all training requests. GAM/F-TPM2.1(04) Training Request form is available in GAMS Portal Publication Sub-menu (Training - Forms).

Procedure Overview:

1. GAM Staff (GAMS):

- a) Complete the GAM/F-TPM2.1(04) Training Request form.
- b) Seek support from your department manager.

2. Training Manager (TM):

- a) Review the completed GAM/F-TPM2.1(04) Training Request form.
- b) Forward the form to the Admin and Human Resource Training Controller (AHRTC) for further processing.

3. Admin and Human Resource Training Controller (AHRTC):

- a) Check if the training cost can be claimed under the Human Resource Development Fund.
- b) Determine if a training agreement is required.
- c) Forward the completed form to the Admin and Human Resource Manager (AHRM) for approval.

4. Admin and Human Resource Manager (AHRM):

- a) Review the completed form for satisfaction.
- b) Grant approval if the request meets the necessary criteria.

GALAXY AEROSPACE (M) SDN.BHD.

Management Office : No. A-01-02, Blok A, Bangunan Perdagangan Siera Ara Damansara, Jalan PJU 1A/5A, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

AMO Office : Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre, Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor Darul Ehsan, Malaysia.

Hangar Address : Hangar 2, UniKL-MIAT, Persiaran A, Off Jalan Lapangan Terbang Subang, 47200 Subang, Selangor Darul Ehsan, Malaysia.

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- c) Forward the approved form to the Accountable Manager (AM) or Chief Operating Officer (COO) for acknowledgement.

5. Accountable Manager (AM) / Chief Operating Officer (COO):

- a) Acknowledge the completed GAM/F-TPM2.1(04) Training Request form.

6. Training Executive (TE):

- a) Retain the completed GAM/F-TPM2.1(04) Training Request form for future reference.

By following this process, we aim to expedite the training request approval while maintaining clear accountability at each stage.

Should you have any questions or require any clarifications regarding this procedure, please don't hesitate to reach out to Training Department. We will be happy to assist you.

Best Regards,
Thank You.

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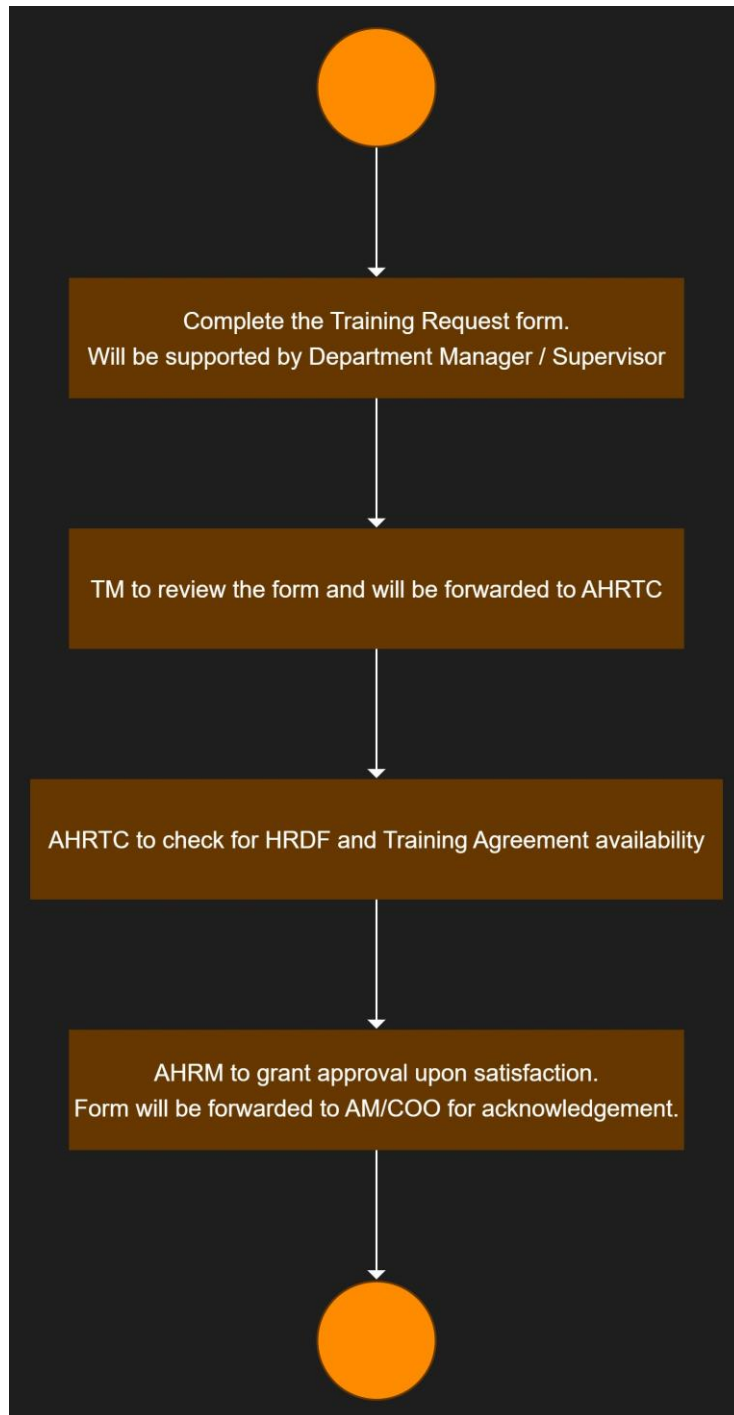
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TRAINING REQUEST PROCEDURE SUMMARY:



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