

TRAINING MEMO

REFERENCE: GAM/TM/24/01
TO: All GAM Personnel
FROM: Training Manager
DATE: 10 January 2024
SUBJECT: Streamlining Training Nomination Process

Dear All GAM Personnel,

We are pleased to inform you of the implementation of a streamlined training nominations process to enhance efficiency in our training procedures.

Going forward, all training nominations will follow a standardised process, ensuring a seamless experience for both nominees and the administration. The details of this streamlined process are outlined below:-

- 1. Individual accountability for training requirements:**
Each GAM employee is individually accountable for monitoring their own training requirements and is responsible for informing their HOD, EIC or Supervisor about their specific training needs.
- 2. Nomination for trainings scheduled in Monthly Training Plan:**
HOD, EIC, or Supervisor to nominate their team members (please include Staff ID) for training. Class slot and availability will be shown in the Monthly Training Plan (i.e. Venue and slot for the class). Nominations should be communicated via email to training@galaxyaerospace.my, and such requests must be submitted at least 10 days before the scheduled training date. *Nominations only from HOD, EIC or Supervisor will be considered and processed.*
- 3. Request for urgent training not stated in Monthly Training Plan or Outside Training:**
In cases of urgent in-house or external training sessions not included in the Monthly Training Plan/Training Calendar Plan, the HOD, EIC, or Supervisor must request such training through the e-TRF available on the GAMS Portal.
- 4. Confirmation of nominated participants:**
Training Department will dispatch an email invitation to nominated participants for confirmation of attendance. This confirmation email will be sent at least 2 days before the commencement of said training.
- 5. Participant response to confirmation email:**
Nominated participants are required to respond to the confirmation email by selecting either "YES" or "NO" to confirm their attendance.

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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6. Action to Absentees:

Training Department will compile a list of participants who are absent without proper justification. This list will be communicated to GAM Management Team for further action.

Your cooperation in adapting to this new process is greatly appreciated, and we believe that this update will contribute to a more efficient and user-friendly training nomination system.

If you have any questions or require further clarification, please do not hesitate to reach out to Training Department. We will be happy to assist you.

Best Regards,
Thank You.

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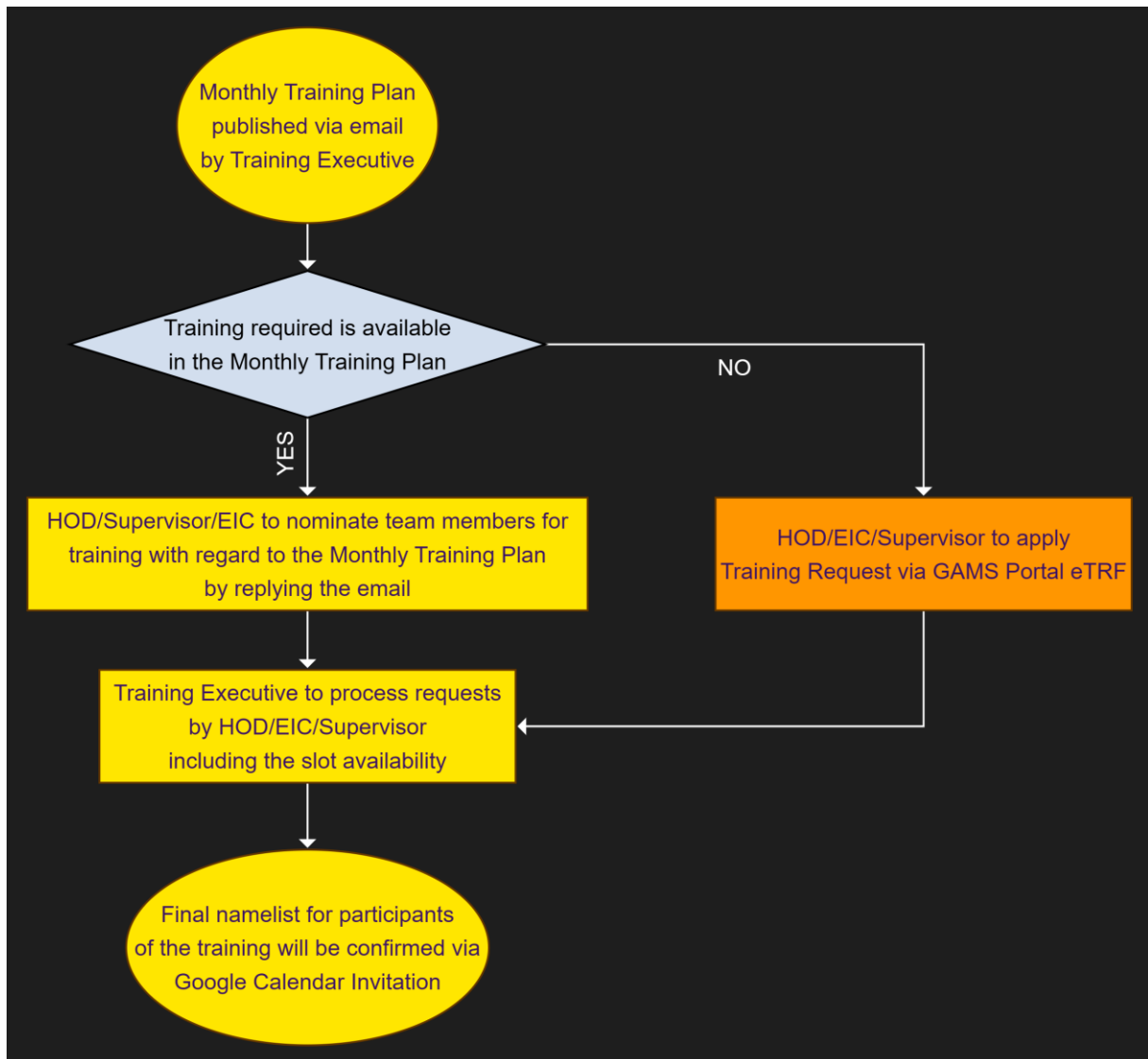
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SIMPLIFIED TRAINING NOMINATION PROCESS:



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