

Training Plan for January 2024

Amir Abdullah <amirabdullah@galaxyaerospace.my>

Mon, Jan 22, 2024 at 11:00 AM

To: Danial Aiman Hakeem Yee <aimanhakeem@galaxyaerospace.my>, Training Team <training@galaxyaerospace.my>

Cc: Zaty Nadhira Binti Mohamed Zuhari <zaty@galaxyaerospace.my>, CAMO PLANNING <camo@galaxyaerospace.my>, Adam Zafran George Abdullah <adam@galaxyaerospace.my>

Dear Danial,

Please find below the amended date of training requested for your perusal:

Course	Staff No	Name	Designation
Human Factors Refresher (20 Feb 2024)	8303	NUR HANIS BINTI RAHIMUDDIN	CP
	8304	NUR HARLINA BINTI ABDULLAH	TR

Your consideration on this matter is very much appreciated.

Thank you.

Regards,

Amir Abdullah

Deputy CAM

for and on behalf of

GALAXY AEROSPACE (M) SDN BHD



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

Website : www.galaxyaerospace.my

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On Mon, Jan 22, 2024 at 10:54 AM Amir Abdullah <amirabdullah@galaxyaerospace.my> wrote:

Assalamualaikum Daniel,

With reference to the Training Calendar Plan for 2024, please find below the list of participants from the CAMO Department for your perusal:

Course	Staff No	Name	Designation
Human Factors Refresher (1 Feb 2024)	8303	NUR HANIS BINTI RAHIMUDDIN	CP
	8304	NUR HARLINA BINTI ABDULLAH	TR

Your kind consideration on this matter is very much appreciated.

Thank you.

Regards,

Amir Abdullah

Deputy CAM

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On Fri, Dec 22, 2023 at 7:46 PM Danial Aiman Hakeem Yee <aimanhakeem@galaxy aerospace.my> wrote:
Assalamualaikum and Good Day!

Dear ALL,

Attached is the Training Plan for January 2024. OA shall be issued and made available for viewing on GAMS Portal.

For those who have an interest in attending any of the classes but were not nominated, kindly send your request to me and cc training@galaxy aerospace.my. Make sure to include your Supervisor/HOD in the email. Nomination must be submitted **at least 10 days before** the scheduled training date.

Note: Nominees are required to click on the (YES/NO) button in the email invitation and provide proper justification if unable to attend the training.

I would like to remind you that attendance for all training sessions is closely monitored, especially by the management team. In the event that you are unable to attend scheduled training, we kindly request that you provide a formal justification via email.

For urgent in-house or outside training sessions which are not included in the Monthly Training Plan/Training Calendar Plan, the HOD, EIC or Supervisor must request through the e-TRF available on the GAMS Portal.

The final list of nominated participants will be emailed to the participants. This confirmation email will be sent out at least 2 days before the commencement of the relevant training course.

Should you require any further information or assistance, please do not hesitate to contact me.

Regards,

Danial Aiman Hakeem Yee

Training Executive

for and on behalf of

GALAXY AEROSPACE (M) SDN BHD



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