

# 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