1.0 Objectives

- To enhance the capacity of the BAI personnel to operate specific equipment, perform tests, produce desired products and gain confidence in the performance of their duties.

2.0 Scope

- This procedure covers the activities in determining appropriate training programs not only for newly hired staff but also for regular staff to develop their competencies.
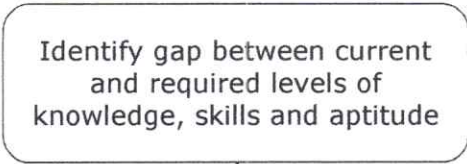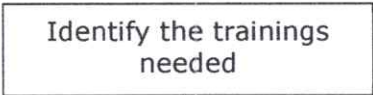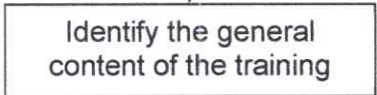
3.0 Definition of Terms

4.0 Records

- PL BAI-06 Training Plan
- R-BAI-54 Post-Training Evaluation File
- R-BAI-25 Employee Competence Evaluation File
- R-BAI-87 201 Files of Employee
- PL BAI-07 Personnel Training Program

5.0 References

6.0 Process Flow

FLOW	RESPONSIBILITY	DETAILS
Identify gap between current and required levels of knowledge, skills and aptitude	All SHs form the focus group	• Refer to GF BAI-165 Training Needs Analysis Form • PL BAI-06 Training Plan
Identify the trainings needed	All SHs form the focus group	• Refer to R-BAI-25 Employee Competence Evaluation File
Identify the general content of the training	SH/HRD Head	• Develop the training module
A		

Flowchart	Responsibility	Notes
A ↓		
Identify personnel that need training	DC/QMR/SH	• Prioritize according to staff that need to develop more skills to improve service delivery
Allocate resources	DC/QMR	• Schedule training • Maximize resources available
Conduct and evaluate effectiveness of training	QMR	• GF BAI-107 Training Evaluation Form
Personnel assigned to a specific task	SDC/UDC DC/QMR/SH	• Update R-BAI-87 201 files of Employees • Evaluate employee again after some time

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