Induction Programme for Training Centre New Staff

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INTRODUCTION

The induction program is introduced to newly posted-in staff to quickly assimilate into their work environment.

The programme will provide necessary resources and information required of their job, thus allowing them to learn while integrating into their everyday work environment.

EXPECTED OUTCOMES

1. A well-trained and skilled employee mean increased productivity and work satisfaction among the workforce.

2. Employees are likely to be more committed to growing their careers with the company if they are happier and more excited about their work through a structured inception programme.

3. The programme shall allow management to track and assess the staff learning ability and adaptability to work environment, with timely intervention and counselling where necessary.

PART 1:

Doctrines / Manuals – on-line 100% reading to understand and apply the following:

1. Training Policy and Procedures (refer to Training Manual Version 3.0)
2. Personal Data Protection Act 2012 (refer to HR Policy in CBM Intrant)
3. Employee Handbook (refer to CBM Intrant)
4. Private Security Industry Act (please read where applicable)
5. Private Security Industry (Conduct) Regulation (please read where applicable)
6. Terms for Training Provider (refer to SSG portal for latest on-line version)
7. Training Provider Quality Assessment (TPQA) Audit (refer to SSG portal for latest on-line version)

PART 2:

Training System – understand the purposes, workflows and data entry performed by Trainers and/or Training Admin:

Learning Management System (LMS):

- JOGET (Group Training Application)
- CBM Learning Portal (e-Learning)
- CBM Intranet / CBM Internet – Course information and updates

Training Management System (TMS):

- SSG Portal – Course registration, attendance, e-certificate, grants, surveys

PART 3:

Administrative Works – Understand and apply the company practices:

1. Ability to access Training Centre shared folder (“Q”-drive) to read, update and retrieve data/information
2. Using Companies Letter head to generate document
3. Using of company assigned photocopier for photocopy/ scanning
4. Using CBM approved templates for presentation slides

INSTRUCTIONS FOR COMPLETION OF INDUCTION PROGRAMME

1. Please approach Head of Training & Development for an interview
2. Do complete the on-line Training Centre Induction Programme Checklist at https://forms.gle/aayJmzCmf3TnE3WJ7



CONCLUSION

All new staff shall undergo this programme and completion within three (3) months of joining.

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