|  |  |
| --- | --- |
| **dited by** | **Adopted from** |
| **Hassan Mohamed Al , Tamimi**  | **Rashid Abdullah Al-Qahtani**  |

Name and signature

**Goal**

Internal and external training

**Application area**

 University staff

**Reference**

 Ministry of Education Regulations and Regulations

Regulations and instructions of the University Council and the Scientific Council

University Council decisions

**Definitions and shortcuts**

AHR:Training and Scholarship Management

P:Procedure

**Amendments**

 Modify the first step by placing a "generalization distribution"

**Attached documents**

A nomination model for the AHR-F-01-05 cycle

**Explain the steps**

1. Distribution of the circular request to account for training needs by the authority.

2. Fill out a training course application form AHR-F-01-05.

3. Internal and external training controls apply.

4. Submit all completed applications to the Dean of Human Resources.

5. Completed and met training applications are submitted to the Standing Committee for Scholarship and Training.

6. Approval to attend the training program.

7. Approval of training is notified of the approval and the employee's direct training.

8. Financial correlation on the amount of the program and on the benefits of the trainees.

9. Order passengers for trainees if they are outside the Kingdom or outside the city.

10. Provide management with attendance certificate.

11. Issuing a decision to pay dues and pay training fees if any