



## Training, Learning and Developmental Plan

<b>Document Reference.</b>	Training, Learning and Developmental Plan.
<b>Purpose</b>	To guide on rules and policies to support BOD, officers and all employees, training, learning and development.
<b>Commencement Date</b>	January 01, 2019
<b>Date of Next Review</b>	December 31 2019
<b>Who needs to know about this document</b>	Board of Directors, Officers and All Employees
<b>Revision History</b>	No Revision History
<b>Policy Author</b>	Training and Corporate Communication / Human Resource
<b>Policy Owner</b>	Training and Communication / Human Resource.

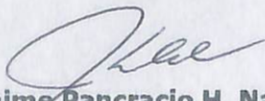
**PLAN AND APPROVED TRAINING FOR THE  
YEAR 2019**

CATEGORY	TRAININGS	TIME	ATTENDEES
<b>Category A: Legislative and Governance requirements</b>	a. <i>Code of Corporate Governance</i> 1 <sup>st</sup> - 11/20/19 2 <sup>nd</sup> - 12/02/19	Internal Training 2-3 Hrs	BOD Senior officers  10 attendees
	b. Risk Management 12/15/19	Internal Training 2-3 Hrs	BOD Senior officers All employees
	c. Board Responsibiliti es <b>(To sched)</b>		10 Attendees/ batch
	d. Illegal activities of corporations /directors/ officers <b>(To sched)</b>		
	e. Protection of minority shareholder. <b>(To sched)</b>		
	f. liabilities of directors <b>(To sched)</b>		
	g. Confidentia lities <b>(To sched)</b>		
	h. Conflict of Interest <b>(To sched)</b>		
	i. RPT <b>(To sched)</b>		



<b>Category C: Undergraduate courses</b>	--	--	--
<b>Category D: Postgraduate courses</b>	--	--	--
<b>Category E: Seminars and conferences</b>	--	--	--
<b>Category F: Professional Memberships</b>	--	--	--
<b>Category G: Other</b>	--	--	--
<b>Category H: Personal Development and Employee Wellbeing</b>	--	--	--
<b>TOTAL / Year</b>	<b>13 Trainings /year Confirmed</b>		<b>30-60 Staffs and Heads/year</b>

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