

Section 2_Part B_Item 11bcc_English

ESI management, ensures that their instructors remain competent in subject matter material and teaching methods by:

1. Request all trainees to fill the Post Questionnaire form at the end of the course
2. Collect filled forms anonymously
3. Review completed forms and analyze categories, then issue report for management
4. Discuss with instructor how trainees have evaluated his performance during the course
5. Document lessons learned after each course session
6. Agree with instructor on action plan to continue the positive / strong points and decrease or eliminate the negative / weak points
7. Also, conduct a frequent training session visits while session is conducted and report the performance by training officer
8. Agree with instructor on **personal development plan** to elevate his education level and pass the subject matter certificate exams
9. Agree with instructor that it his solely responsibility and he should keep up with his material and teaching techniques according to institute standards by following matter latest releases, updates, news channels, International TOT standards and track level up via years of experience
10. Conduct yearly evaluation based on personal development plan approved and determine correction actions or encourage for more delivery