

## Engineering Science Institute for Training (Esi)

Riyadh, Saudi Arabia

Policy and Procedure

On

“Drafting, Reviewing and Approving of Training Materials”

Document No.: Esi/P&P/0504/Rev. 02

### 1. Preamble

Esi is an ISO 9001:2015 certified institute, therefore, all its policies and procedures are as per the International Standards. Basically, the Training Materials that are used to conduct the Training Courses by Esi are classified into three (3) categories and they are:

- a. **Standard Training Materials which are provided by the Authorized Training Partners (ATPs) of Esi.**
- b. **Preparation of the Training Materials by the experts of Esi in accordance to the required Training Courses by Clients as Corporate Trainings.**
- c. **Esi’s experts formulate the Training Courses which are in demand in market.**

### 2. Authorized Training Partners’ (ATPs) Training Courses

Esi directly receives standard Training Courses prepared by its ATPs and the Esi’s trainers are well versed to conduct the training courses as supplied by the ATPs. The trainers of Esi, shall prepare the other required supplementary materials i. e. worksheets, handouts, etc. to be supplied to the trainees.

### 3. Preparation of Corporate Training Kits (Training Manuals, Handouts, Worksheets, etc.)

It is a core policy of Esi that to have always a high quality training materials for the efficient benefit to the trainees. In order to accomplish this vital requirement, Esi has a team of multiple trainers for each department such as Project Management Institute (PMI), Engineering, Information Technology (IT), Health, Safety & Environment (HS&E), Contracts, Architecture, etc. In addition to the team each department, there is an Academic Committee comprising of senior and professional trainers and who is responsible to provide guidelines to the trainers’ team for preparation of all the training materials, review

and approve them. Also, the committee ensure to entertain and incorporate the feedback or complaints in the previously completed courses and to update them for the future requirements.

#### **4. Preparation of Training Courses to meet the Market Requirements**

It is a strategic policy of Esi to continually conduct survey of the market training requirements, based on which in accordance to the abovementioned scenario in Section 3, the Training Course Materials are being prepared, commence marketing and conduct all such courses.

#### **5. Quality Improvement of the Courses**

Esi has always endeavor to continuously improve quality of the courses. The Evaluation Committee is responsible to review the feedback collected from trainees or the clients and take the necessary actions for the improvement and they are but not limited to the followings:

- Evaluate and determine appropriate suggestions/solutions to overcome the identified the shortcomings and incorporate in the courses for future trainings.
- Check and review Esi market ranking and competition level with similar institutes.
- Analyze the strategy of identifying new methods of courses delivery or distribution in the region.
- Esi has adopts approach in delivering the courses where instructors and training team (facilitators) can go to trainees groups where ever in the Kingdom to deliver the planned courses as per requirements in conducive environment of classroom in 5-star hotels or at the clients' venue.
- Always use latest and updated Training Aids such as Monitor Screen, Audio & Video Systems, etc.

\*\*\*\*\* **Nothing Follows** \*\*\*\*\*