

Engineering Science Institute for Training (Esi)

Riyadh, Saudi Arabia

Policy and Procedure

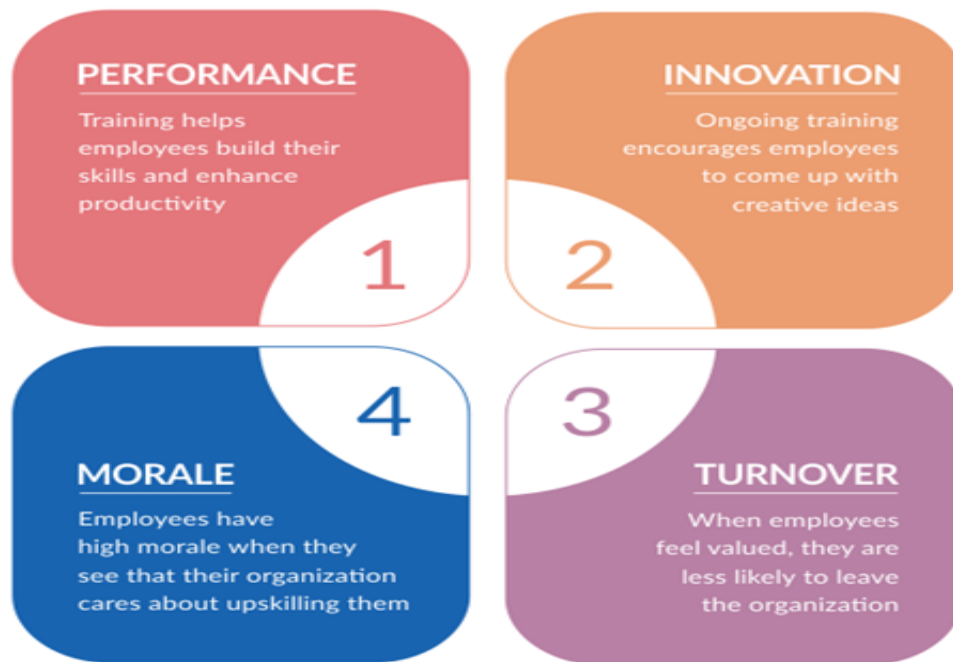
On

Trainings' Techniques and Perceptions

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Esi works under the supervision of the Technical and Vocational Training Corporation (TVTC) and the Saudi Council of Engineers (SCE). Esi has carefully considered the prevailing skill demand of the clients and market demands, accordingly formulates and conducts its training courses. Further, Esi is an ISO 9001:2015 certified institute, therefore, all its policies and procedures are as per the International Standards.

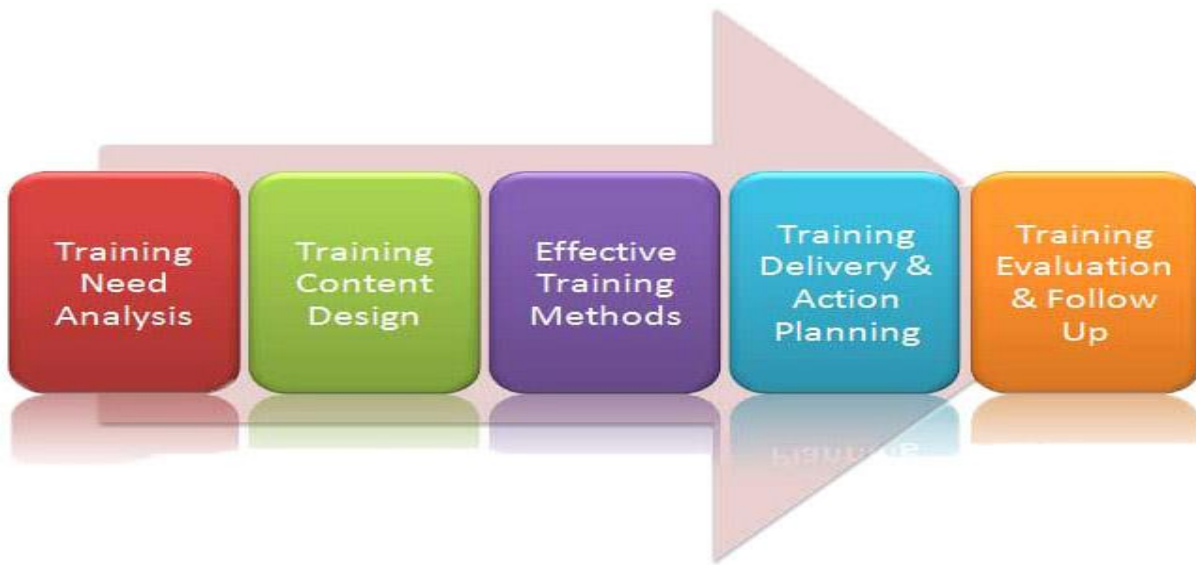
Considering the facts that organizations and individual devote their time and money for developing and enhancing the skillset of the trainees for better performance, enhanced efficiency for professional satisfaction. Esi is effectively undertaking in all its training courses the top four reasons for which the organizations and the individual trainees devote their resources to training are:



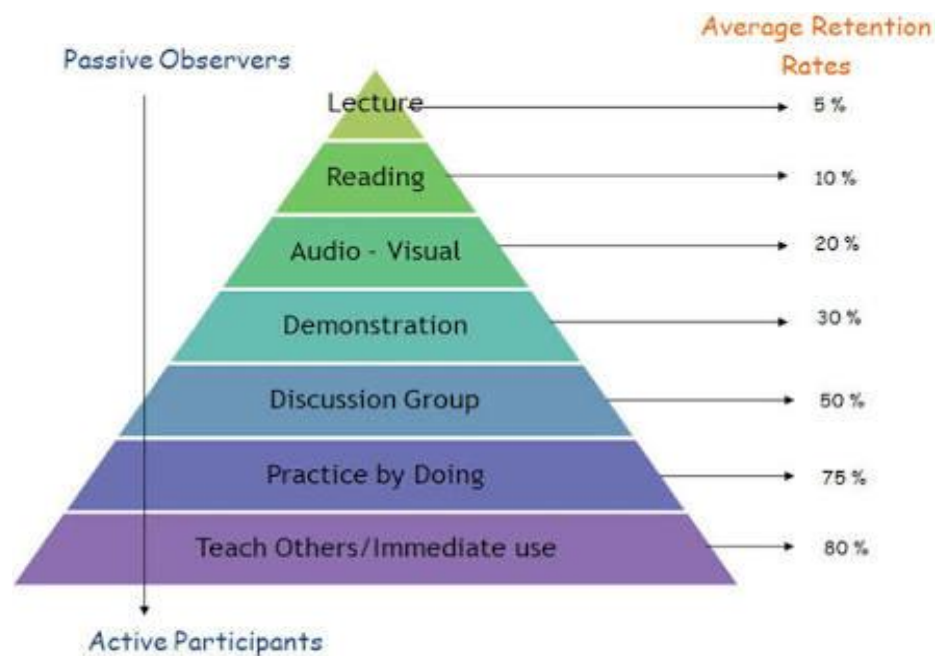
Therefore, we focus on every aspect of training right from its need analysis till post-training benefit realization. The Esi end-to-end training cycle consists of:



For “Training Development”, Esi has sub-divided into “Training Content Design” and “Effective Training Methods”. As for the convenience of the trainees’ future reference, the Training Kits (Training Manuals, Handouts, Case Studies, etc.) are being efficiently prepared by Esi.

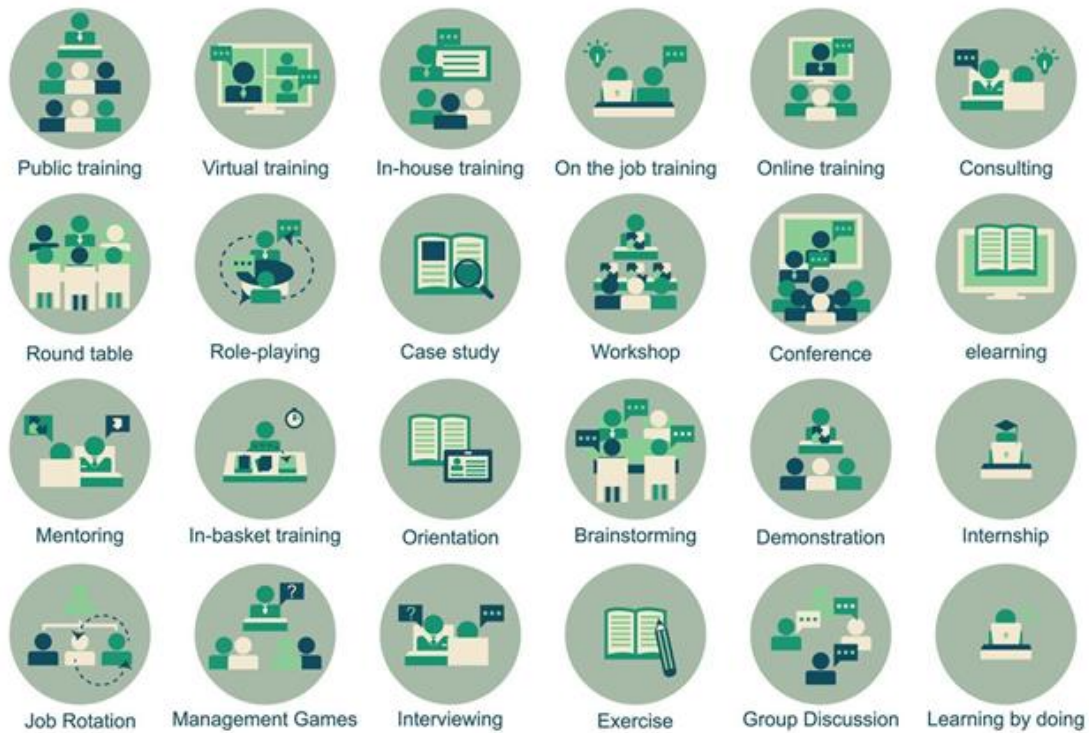


Esi employ the best state-of-art delivery methodology for maximum Knowledge Transfer to the trainees. The industry statistics indicate the below reception percentage through various methodologies.



Esi exerts all the requisite efforts to assess the reception ability of each trainee and accordingly customize the course to achieve the organizational goal.

Esi is well versed in all types of trainings. The appropriate methodology from the following or a combination of few is adopted depending upon the scope of the training:



Esi adopts Blended learning, which is a formal education program in which face-to-face classroom methods are combined with computer-mediated activities. The terms “blended learning,” “hybrid learning,” “technology-mediated instruction,” “web-enhanced instruction,” and “mixed-mode instruction” are often used interchangeably.

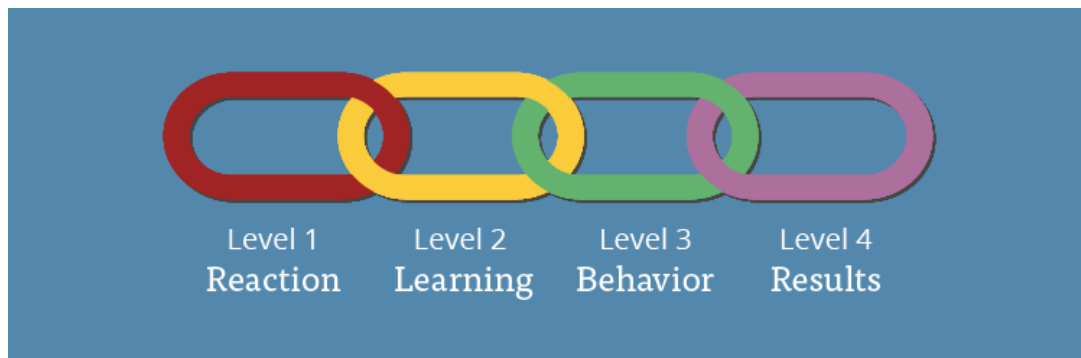


Esi follows the industry best practice of “**PROPER**” methodology (1. Prepare, 2. Reassure, 3. Orient, 4. Perform, 5. Evaluate, 6. Review) to fulfill the expectation of organization and the trainees as well.



Esi follows the Kirkpatrick Model of Training Evaluation which consists of four levels:

- 1. Reaction—how well do learners like the learning process?**
- 2. Learning—what did the students learn?**
- 3. Behavior—what changes resulted because of the training?**
- 4. Results—what are the tangible benefits of the lesson plans?**



***** Nothing Follows *****