	Training Program Procedure Policies and Procedures		Document Number: 2P-SS-05.01
	Department: Human Resource	Effective Date: November 24, 2023	Revision No 3

Scope

This policy covers all employees of F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. its affiliates, subsidiaries and related interests. It contains the policies and procedures in planning the training program, identifying source of training and soliciting the feedback of the attendees.

Ownership

The Human Resource (HR) Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

Policies

1. The company is dedicated to support its employees through Learning & Development and is treated as an important part of the Company's effort to achieve its vision.

A. Internal Trainings


The learning needs of the employee will be identified through the Training Needs Assessment and evaluated using the Performance Management System and/or Competency Based System.

Any in-house training will take place during work hours. Required staff are expected to attend these training sessions. The in-house training will be conducted by internally developed trainers with the expertise to facilitate delivery of the training modules.

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B. External Trainings

The Human Resources Department shall facilitate externally engaged training service providers. External Provider shall send the quotation which includes the minimum requirements to Human Resource Department for approval.

2. All the employees of F2 Logistics Philippines Inc. and F2 Global Logistics Inc. are subject to an average number of 16 hours of training per employee per year.
3. Training hours may be credited through different means of learning, I. e. courses, workshops, seminars, immersion, involvement in projects, and conferences. All training will be coordinated through the Human Resources Department. Employees who attend training shall submit any proof of their training attendance to HR In-Charge immediately.
4. The company will maintain records of all training undertaken by its employees. This helps the company to identify the skills available within the company, and when a training update may be required and where skills may be lacking

Monitoring and Evaluation

All internal and external training activity incurs a cost, so the Company requires managers and training HR In-charge to monitor and assess the impact and benefit of training activity to ensure its appropriateness, quality, and cost-effectiveness and to determine where improvements are required.


Dr. Donald Kirkpatrick's four-level evaluation methodology (Reaction, Learning, Behavior, and Results) is being adopted by the organization.

The levels are evaluated sequentially, with each level providing useful input on unique aspects of the relationship between training and performance.

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Level 1- "Reaction"

This level of evaluation analyzes how participants respond to the training program. It pertains to the extent to which participants actively contribute to the learning process. Post-Training Evaluation Forms are filled out following the completion of the activity.

Level 2- "Learning"

This level of evaluation examines the amount to which participants' attitudes, knowledge, and/or abilities change as a result of their participation in the training program.

Level 2 training evaluation might be quantitative or qualitative in character.

Quantitative tests and evaluations are those whose outcomes are expressed numerically.

Quantitative Level 2 evaluation examples include, but are not limited to, the following:

1. Standard knowledge examinations (multiple choice, fill in the blank, calculate the equation, complete the form, etc.); and
2. Knowledge checks.

Threshold of passing score for standard knowledge examinations from trainings is 50%.


Qualitative procedures do not generate numeric outcomes or are difficult to score.

They consist of any means through which employees obtain input and guiding feedback on their respective performance in order to improve.

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Examples of Level 2 subjective evaluations include, but are not limited to, the following:

1. Group/team exercises,
2. Presentations,
3. Observations,
4. Work reviews,
5. Self-assessments,
6. Role plays,
7. Interviews, and
8. Action learning

Level 3 – “Behavior”

This level of evaluation examines the extent to which participants' behavior has changed as a result of their participation in the training program.

This evaluates the participants' behavioral change as a result of training.

This is determined by comparing behavior before and after training to workplace performance.


Level 4- "Results"

This level of evaluation measures the outcomes that resulted from the participants' participation in the training program. It compares learning to an organization's business outcomes—the Key Performance Indicators that were developed prior to the initiation of learning.

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Responsibility for Training

A. Management Team's Role

The Management Team role is to:

1. Demonstrating a commitment to training and developing people in accordance with the organization's goals.
2. Ensuring that training and development strategies are primarily focused on the needs of the organization at the corporate and service levels and offer sufficient resources.
3. Ensuring that training and development efforts are evaluated in connection to organizational and service objectives, and that the benefits are clearly stated.

B. Managers' and Supervisors' Role

Managers and Supervisors role is to:

1. Induct new employees.
2. Determine training needs in collaboration with employees based on individual objectives.
3. Develop training strategies in collaboration with the HR In-charge for Training.
4. Make all employees aware of the training and development possibilities available to them, and then select and brief the individuals selected for training.
5. Ensure that trained individuals share their knowledge whenever relevant and appropriate.

C. Training HR-in-charge


The Training HR-in-charge role is to:

1. Provide guidance on the processes and procedures associated with training policy.
2. Assist managers determine and measure their training needs.

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3. Develop an annual corporate training plan and aid in the development of departmental training plans.
4. Create and coordinate specialized training activities.
5. Advise and train managers to fulfill their training obligations.

D. Employee


The Employee's role is to:

1. Determine individual training requirements in connection to their personal goals and unit service plans.
2. Be aware of training and development possibilities available to them, and request training as necessary to meet their training requirements.
3. Assess the effectiveness of training with their supervisor and/or line managers.
4. Share your knowledge with colleagues whenever possible and relevant.

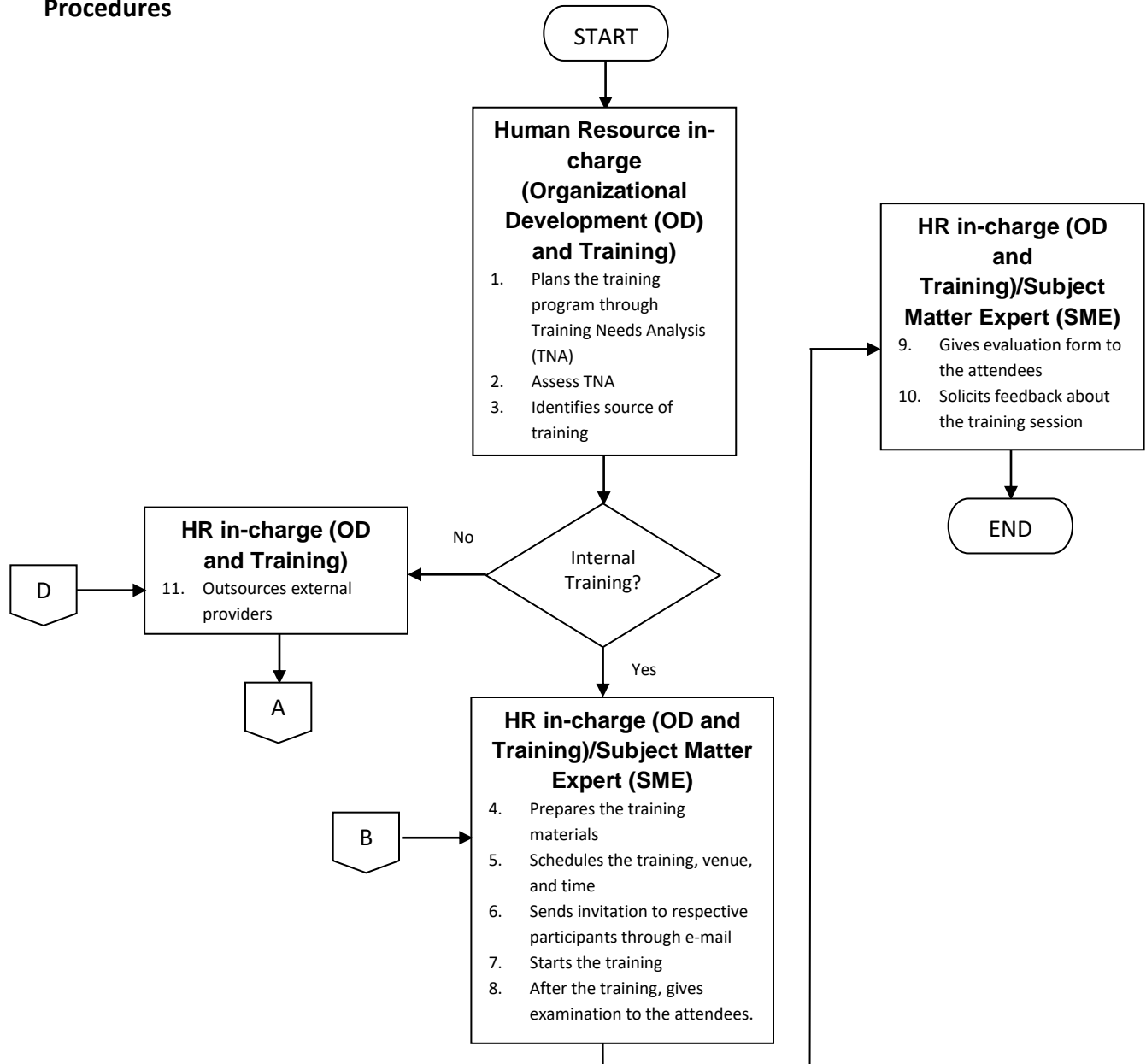
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Procedures

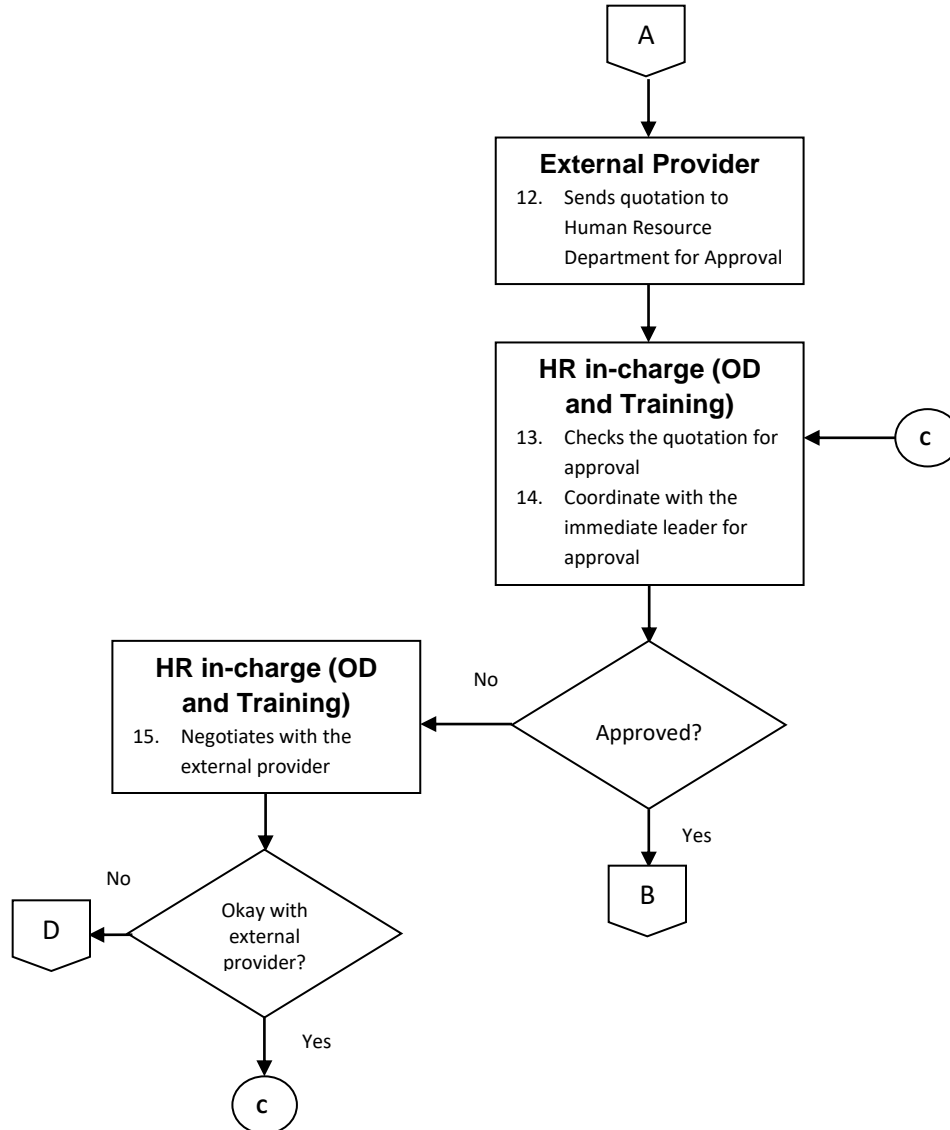


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