



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

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TRAINING PLAN DEVELOPMENT PROCESS

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Signature			
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Job title	CB. Department of Training Management	Urban Management Department	

TRAINING PLAN DEVELOPMENT PROCESS

I. PURPOSE AND SCOPE OF APPLICATION To develop a training plan for the academic year, ensuring that the training progresses according to schedule.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

2. Abbreviations:

P.QLyT

Urban Management Department

GVBM

Department of Science

Training Management Department

Head of Training Management Department

Departmental Academic Affairs

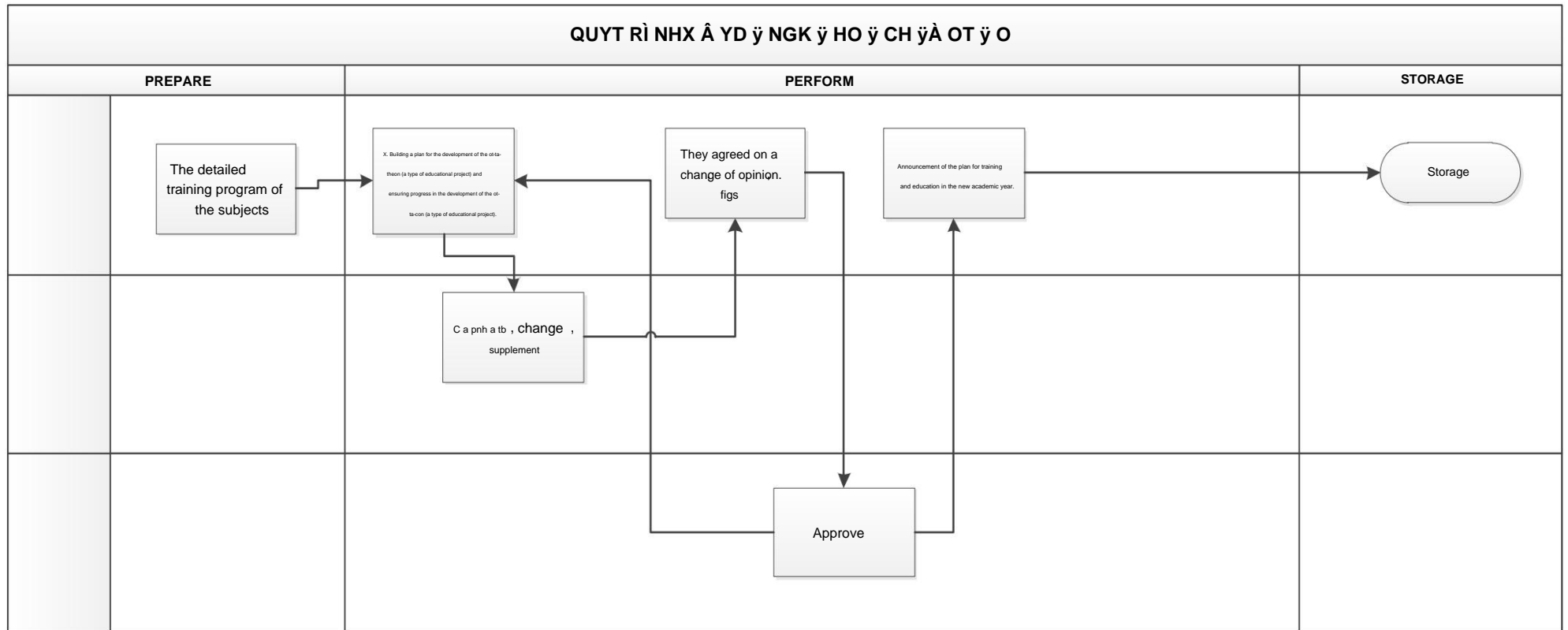
Head of Department

III. FLOWCHART (See page 4)

IV. SPECIFICATION (See page 5)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1		



Process: TRAINING PLAN DEVELOPMENT PROCESS

SPECIFICATION OF THE PROCESS FOR PUBLISHING A WEEKLY LESSON SCHEDULE

No.	Job step name	Specification	Department/Unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Develop a plan training plan	- Develop an annual training plan based on progress. Training and detailed programs for each target group.	Department of Training Management, Scientific Research, and International Cooperation	Departments, Divisions	- Training Plan		
2.	Updates and additions	- Departments and faculties will revise, update, and supplement any changes that may occur.	Departments and divisions subject	Department of Training Management, Scientific Research, and International Cooperation	- Training plan		
3	Meeting to reach consensus on opinions, changes, and additions.	- The Academic Affairs Department will organize meetings with faculties and departments to reach a consensus on proposed changes and additions.	Department of Training Management, Scientific Research, and International Cooperation	Department Department of Training Planning			
4	Approvals	- The Board of Directors approves the investment plan for the school year.	Board of Directors	Department of Training Management, Scientific Research, and International Cooperation	Official training plan		
5	Announce the Plan training plan by academic year	- After reaching a consensus, The Department of Training Management announces the training plan for the academic year.	QLYT-P. Scientific Research and International Cooperation		- Announcement of the Investment Plan		
6	Storage	- Store the training plan.	P. Training Management - Scientific Research - International Cooperation		Storage		