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TRAINING PROGRAM

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Abstract:

This document describes training program and requirements.

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1.0 PURPOSE

This document provides details on the Company's training program and requirements.

2.0 THEORY

Employees can only perform their duties adequately when properly trained. The Company intends to ensure adequate employee performance through a robust training program that includes initial orientation, assessment of abilities and on-the-job training to enhance those abilities.

3.0 TRAINING PROCEDURE

3.1 Hiring

Employees are hired on their basis to [REDACTED]

To accomplish this, potential candidates are compared against the requirements of the **QMS-05 Responsibilities and Authorities Procedure** as well as job descriptions for the open position. These job descriptions typically take the form of a job posting distributed internally and/or text submitted to newspapers or employment agencies. The candidate's résumé, application and/or interview results are compared against these requirements and assessed by HR and management for adequacy.

3.2 Initial Indoctrination and Orientation

Once hired, new employees are [REDACTED]

3.3 On the Job Training

Once an employee has completed initial indoctrination, they undergo on-the-job training relative to their position. This training is [REDACTED]

3.4 Additional Training

At the discretion of management, additional training may be conducted at any time.

This may be necessitated by [REDACTED]