SOP: Scheduling and Notification of Training Sessions

This SOP details the process for **scheduling and notification of training sessions**, including planning training calendars, coordinating with trainers and participants, sending timely notifications and reminders, managing attendance tracking, and ensuring effective communication to optimize participation and preparedness for learning activities.

1. Purpose

To ensure systematic scheduling, notification, and management of training sessions to maximize learning effectiveness and participant engagement.

2. Scope

This SOP applies to all staff involved in planning, coordinating, or attending organizational training sessions.

3. Responsibilities

Role	Responsibility
Training Coordinator	Facilitate scheduling, prepare calendars, send notifications, track attendance, and manage feedback collection.
Trainers	Confirm availability, prepare materials, and communicate session requirements.
Participants	Confirm attendance, read notifications, and attend sessions as scheduled.

4. Procedure

1. **Training Calendar Planning**
   - Collect training needs and session requirements from relevant departments.
   - Draft a tentative training calendar, selecting appropriate dates and venues/platforms.
   - Share the draft calendar with trainers for availability confirmation.
2. **Session Scheduling**
   - Finalize session dates and times based on trainer and participant availability.
   - Update the training calendar and inform management if required.
3. **Notification and Reminders**
   - Send session invitations at least two weeks before each session, including date, time, venue/platform, objectives, and preparatory material (if any).
   - Issue reminders one week and one day prior to the session.
4. **Attendance Management**
   - Maintain a digital attendance register or use sign-in forms at session start.
   - Update records and report absences to relevant supervisors.
5. **Post-Session Communication**
   - Send thank-you notes and training materials/resources to all participants.
   - Circulate feedback forms to participants and trainers.

5. Documentation

- Training calendar
- Session invitations and reminders
- Attendance records
- Feedback forms/reports

6. Communication Channels

- Email (primary notification tool)
- Internal messaging platforms (e.g., Teams, Slack, WhatsApp)
- Organization's HR or LMS portal

7. Review & Revision

This SOP should be reviewed annually, with updates made as required based on feedback and organizational changes.

8. References

- HR Policy Manual
- Training Program Guidelines