UniSZA-PT03-PK04-BR032

**BORANG LAPORAN LATIHAN**

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| **ARAHAN** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Borang yang telah diisi perlu dihantar bersama-sama laporan latihan, tuntutan kewangan & surat kebenaran menghadiri latihan ke Pusat Pengurusan Bakat dan  Latihan (CenTTM).  2. Sekiranya tuan/puan gagal untuk menghantar laporan latihan yang telah dihadiri, tuntutan kewangan tuan/puan tidak akan diproses.  3. Laporan latihan mestilah merangkumi perkara- perkara berikut:  i. Butiran Latihan (Nama Latihan, Tarikh, Tempat, Penganjur/Penceramah)  ii. Objektif Latihan  iii. Handout / Nota  iv. Ulasan keseluruhan tentang latihan tersebut | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **A. MAKLUMAT PEGAWAI** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Nama Penuh : (seperti dalam kad pengenalan) | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Jawatan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Fakulti / Jabatan / Bahagian : | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **B. MAKLUMAT LATIHAN YANG DIHADIRI** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Tajuk Latihan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Tarikh Mula : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Tempat Latihan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. Penganjur : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **C. PENGAKUAN PEGAWAI** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Bersama-sama borang ini di lampirkan : | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surat Kebenaran  menghadiri latihan | | | | | | |  | | Laporan  latihan | | | | | |  | | Borang tuntutan  kewangan | | | | | | | |  | |
| (tanda ( / ) pada mana - mana yang berkenaan)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tarikh Tandatangan & Cop | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **D. PENGESAHAN PUSAT PENGURUSAN BAKAT DAN LATIHAN (CenTTM)** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Tarikh terima ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Tarikh borang tuntutan dihantar kepada   Pejabat Bendahari\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tandatangan & Cop | | | | | | | | | | | | | | | | | | | | | | | | | | |