

MEMO 023 - TRAINING & BUSINESS DEV'T GROUP - 2025

FROM: Megaworld International - Training
TO: Territory Heads
CC: MMA/Group Heads
RE: Online Training Request Form (OTR)
DATE: January 27, 2025

In response to the numerous training requests within the Training Group, we're excited to introduce an Online Training Request form. This new tool is designed to streamline the process and is part of our ongoing efforts to enhance operational efficiency.

Purpose:

- Simplify the training request submission process
- Enhance tracking and management of requests
- Standardize the entire process

Training requests should be submitted exclusively by Core Group Members using the designated request form. To allow for proper scheduling, requests must be made at least five days before the desired training date. **Please note, training sessions are only available on Tuesdays and Fridays every 1st and 4th week of the month:**

- a. The Core Group Member must submit the training request using the request form five (5) days before the desired training date.
- b. Once the request is received, the training team will verify trainer availability and confirm if the date is open.
- c. If the schedule is free, the training team will send an email confirming the training session.

Please note, if the request is sent after 5:30 PM (**PH Time**), it will be processed on the next working day.

For request, please click the link <https://mwi.typeform.com/str2025>

This memo will be strictly implemented by the Training Group in February 2025.

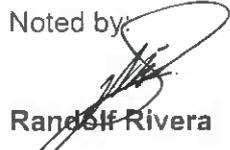
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