

MEMORANDUM

To : CORE REGIONAL AND MANAGING DIRECTORS
Subject : **POLICIES & GUIDELINES FOR CHAPTER & REGIONAL TRAINING REQUESTS**
From : BNI PH TRAINING TASK FORCE
Date : December 7, 2023

For an efficient processing and implementation of **online and face to face** training requests, outside of the National Office training schedules, please be guided on the following policies and procedures. Kindly disseminate to your Support and Growth Directors (SGDCs) and Training Team.

1) Attendance Minimum Requirement

- a) Chapter – at least 90% of members
- b) Region – at least 80% of members, of all chapters
- c) Members who have previously attended the requested training is included in the minimum requirement.

2) Sending Request for Training

- a) For Chapter: the assigned SGDC shall email the request
- b) For Region: the RD/MD or Training Director of the region, shall email the request
- c) Lead time: minimum two (2) weeks prior to training date
- d) Send to the District Administration Officer for coordination with National Office, using the Job Order Form. Please copy bnisupport.training@bni.ph and NTD Judith.rivera@bni.ph.
- e) Email to contain:
 - Title of the Training
 - Date of the Training
 - Name of the preferred trainer, if applicable
 - No. of Participants, per item #1
- f) Only training requests using the Job Order Form will be processed by the National Office Training Department.

3) Implementation Guidelines

- a) National Office can facilitate a maximum of two (2) online trainings at a time. Face to face trainings can be facilitated only one at a time. In case of conflict in schedule, an alternative date will be proposed and mutually agreed.
- b) The Chapter Secretary/Treasurer (ST) shall remit one-time payment and list of registered participants no later than three (3) days before the training date. For regional trainings, i.e., multiple chapters, each Chapter S/T shall remit the payment and submit the list of participants.
- c) National Office Training Department shall email the training materials and zoom link to each participant, two (2) days before the training.
- d) There shall be no cancellation of the training except in unforeseen circumstance or force majeure.
- e) If a paid participant is unable to attend the training, he/she needs to:
 - Email bnisupport.training@bni.ph, copy the SGDC and RD/MD, to qualify for a training voucher valid for twelve (12) months.
 - Only urgent medical emergencies are qualified.
- f) All trainings start on time. There will be a 10-minute grace period. Members who come in after said grace period will not be admitted, whether online or face to face.
- g) In case of poor internet connection during online trainings, participants must attend at least 75% of the session to qualify for the certificate of attendance.

Thank you for your cooperation.