







No.	Resource Division	Activities	Target Participants	Jan				Feb				Mar				Apr				May				Jun				Jul				Aug				Sep				Oct				Nov				Dec				# of Course	
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
2	CCD	Refresher Course	AVP & M of B.CO " A " (Group 1 & 2)	Schedule depends on CRD																																																8	
			AVP & AM of B.CO " A " (Group 1, 2, 3, 4 & 5)																																																		
			Credit Analysis Officer (Group 1)																																																		■
			Credit Analysis Officer (Group 2)																																																		■
			Credit Control Officer (Group 1)																																																		■
			Credit Control Officer (Group 2)	■																																																	
Group Chief Internal Audit Officer																																																					
1	IAD, CDD, ISA, FDD, DGD, ARD	Refresher Course	Internal Audit Specialist, Senior IAD Specialist (Group 1)	■																																																4	
			Internal Audit Specialist, Senior IAD Specialist (Group 2)	■																																																	
Compliance Division																																																					
1	COD	Refresher Course (Join with MKD)	AVP & M-AM of B.MO " A " (Group 1 & 2)	Schedule depends on relevant Division/ Department																																																-	
		Refresher Course (Join with OPD)	AVP & M of B.OPO " A " (Group 1 & 2)																																																		
		Refresher Course (Join with CRD)	AVP & M of B.CO " A " (Group 1 & 2)																																																		
		Refresher Course (Join with IAD)	Internal Audit Specialist, Senior IAD Specialist (Group 1 & 2)																																																		
		Refresher Course (Join with HRD)	VP & BM (A), (B) & (C)																																																		
		Refresher Course (Join with ADD)	AVP & M of B.ADM " A " (Group 1 & 2)																																																		
			Chief CSA Branch " A " (Group 1 & 2)																																																		
	Drivers some branch "A" (Driver who drive a car for BM join meeting)																																																				
ACLEDA INSTITUTE OF BUSINESS																																																					
1	AIB	Refresher Course (Join with MKD)	AVP & M-AM of B.MO " A " (Group 1 & 2)	Schedule depends on relevant Division/ Department																																																-	
		Refresher Course (Join with CRD)	AVP & M of B.CO " A " (Group 1 & 2)																																																		
		Refresher Course (Join with OPD)	AVP & M of B.OPO " A " (Group 1 & 2)																																																		
		Refresher Course (Join with TFD)	AVP & AM of B.CO (Be responsible for Trade Finance)																																																		
		Refresher Course (Join with IAD)	Internal Audit Specialist, Senior IAD Specialist (Group 1 & 2)																																																		
		Refresher Course (Join with SID)	BITU and AIB																																																		
		Refresher Course (Join with ADD)	AVP & M of B.ADM " A " (Group 1 & 2)																																																		
			Chief CSA Branch " A " (Group 1 & 2)																																																		
	New Recruit Training	All Positions	Open																																																		

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				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
	AIB	Introductory Training (Advanced & Transferred employee at HQ)	New related staffs of HQ	Open																																																-
		Introductory Training (Advanced & Transferred employee at Branch level)	New VP & BM " A ", " B ", " C ", SAVP, AVP & M / AM of Skill Unit & Staffs at Branch	Open																																																
		Refresher Course	Related Positions	Schedule by relevant Division/ Department																																																
		Training																																																		
		Workshop																																																		
		Training Workshop	Management Team at Branch	Open																																																

**Summary Notices :**

Skills Development Training	
EVP & Group Chief Operations Officer	EVP & Group Chief Risk Officer
1 . MKD : 16 Courses	1 . CRD : 13 Courses
2 . OPD : 05 Courses	2 . CCD : 08 Courses
3 . TFD : 06 Courses	Group Chief Internal Audit Officer
EVP & Group Chief Treasury Officer	1 . IAD, CDD, ISA, ARD, FDD, DGD : 04 Courses
1 . TDC : 04 Courses	ACLEDA Institute of Business
EVP & Group Chief Administrative Officer	1 . AIB : 22 Courses
1 . HRD : 17 Courses	
2 . ADD : 09 Courses	
EVP & Group Chief Information Officer	
1 . SID : 02 Courses	
<b>Total Skill Development Training :</b>	<b>106 Courses</b>

Seen & Approved by:  
President & Group Managing Director

Dr. In Channy

Certified by:  
SVP & Head of HRD

Ho Rattanak

Date: 04 December 2020  
Prepared by:  
Managing Director

Phon Narin, Ph.D.