

Training Calendar

Names		Date Documented	Location
Moath Tarawneh – HR Manager – HR		1\May\2024	Amman - Jordan
The problem: • Lack of staff awareness about different important topics such as; HR policies, PSEA, Logistics, communication, staff well-being, FCM, PDF preparing.. Etc. • It opens a learning space for all staff and department to exchange knowledge.	The cause: • There was lack of organizational learning and knowledge sharing tools. • Staff needs to be trained about different topics. • Staff needs to share their knowledge.	The change: • Establishing a training calendar that opens a space for organizational learning. • Staff are more aware of different topics such as; PSEA, HR Policies ..etc. • Staff have the chance to share their expertise through learning sessions.	
The impact: • The feedback was very positive from staff about the idea and the implementation of the training calendar. Especially, it gives the opportunity to contribute and share their knowledge with others. The impact is clear on their awareness on different important topics. • Despite there is no figures showing the impact level, verbal feedback was communicated to the HR team representing high level of satisfaction about the topics they learning and knowledge they share. • It is essential to open an effective learning space and develop the knowledge-sharing tools in Medair, to be able to raise the staff’ commitment to the internal rules, regulations, and policies which yield to better individual performance that would result in a better organizational performance. • By implementing such initiative, staff have better opportunity to understand each others’ roles and experiences in addition to be on the same page of understanding reporting channels, policies, procedures and other generic topics such as; world healthy day and staff wellbeing.			