



PERSAL TRAINING NOMINATION FORM

Training Centre: Inneva Centre, Chatterton Road, First floor, Paser 11,
Singapore 437053

Annexure K

1. DETAILS OF NOMINEE

Personal No : _____
Surname : _____
Initials : _____
Department : _____
Section : _____
Identity Number : _____
Persal User ID : _____
Phone : () _____

Cellular (in case of emergency) : _____

2. PREVIOUS COURSE DETAILS

Course	Year
_____	_____
_____	_____
_____	_____

3. COURSE TO ATTEND

Course : _____
Course Date : ____/____/____ (dd/mm/yyyy)
Training Centre : _____

Please indicate if you have basic computer skills :

☐ YES ☐ NO

Signed : _____
Date : ____/____/____ (dd/mm/yyyy)

4. SUPERVISOR/SECTION HEAD CONFIRMATION

Name and Surname : _____
Phone : () _____
Fax : () _____
Current Address : _____
Rank : _____

I do hereby certify that the nominated member is currently in a post where the knowledge of the course which he/she is nominated to attend after the course, the member will apply the skills and knowledge acquired through the training provided in his/her work environment.

Signed : _____
Date : ____/____/____ (dd/mm/yyyy)

5. PERSAL CONTROLLER

Surname : _____
Initials : _____
Signature : _____
Date : ____/____/____ (dd/mm/yyyy)

COURSE REQUIREMENTS

- Successful completion of the Persal Introductory Course is a pre-requisite for all Persal Courses.
- Employees must be computer literate.
- A Persal User ID must be allocated to nominee by Persal Controller.
- All examinations are conducted as closed-book.
- In order to pass the examinations and obtain a certificate, a pass mark of 70% and above must be achieved.
- In order to re-write the examination, a pass mark from 60% to 69% must be obtained.
- If less than 60% is obtained, officials will be required to re-attend the entire course.
- All courses commences at 9:30.
- Employees attending Persal courses must carry their original Identity Documents and a copy thereof.

COURSES OFFERED

Course	Duration
Introduction to Persal	5 days
Personnel Administration	5 days
Leave	5 days
Medical Aid	5 days
Manpower and Quotations	4 days
Establishments	5 days
Persal Controllers	4 days
Service Terminations	5 days
Annual Appointments	4 days
Bonus	4 days
Sick-leave	5 days
Training	5 days
Leave Regulations	2 days
Persal Information	2 days

For further information please contact:

TRAINING ADMINISTRATION

Personnel Section
Phone : 6331 1381/1382
Fax : 63354793/9348

Date Revised: 21 February 2013



Persal User Guide

CO Houle



Persal User Guide:

Embracing the Beat of Appearance: An Emotional Symphony within **Persal User Guide**

In some sort of eaten by monitors and the ceaseless chatter of instant interaction, the melodic splendor and psychological symphony produced by the written word often disappear into the back ground, eclipsed by the constant sound and distractions that permeate our lives. Nevertheless, set within the pages of **Persal User Guide** a wonderful fictional value full of fresh emotions, lies an immersive symphony waiting to be embraced. Crafted by an elegant composer of language, this interesting masterpiece conducts visitors on a mental trip, skillfully unraveling the concealed melodies and profound affect resonating within each carefully crafted phrase. Within the depths with this touching analysis, we shall discover the book is main harmonies, analyze its enthralling publishing model, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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Table of Contents Persal User Guide

1. Understanding the eBook Persal User Guide
 - The Rise of Digital Reading Persal User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Persal User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Persal User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Persal User Guide
 - Personalized Recommendations

- Persal User Guide User Reviews and Ratings
- Persal User Guide and Bestseller Lists
- 5. Accessing Persal User Guide Free and Paid eBooks
 - Persal User Guide Public Domain eBooks
 - Persal User Guide eBook Subscription Services
 - Persal User Guide Budget-Friendly Options
- 6. Navigating Persal User Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Persal User Guide Compatibility with Devices
 - Persal User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Persal User Guide
 - Highlighting and Note-Taking Persal User Guide
 - Interactive Elements Persal User Guide
- 8. Staying Engaged with Persal User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Persal User Guide
- 9. Balancing eBooks and Physical Books Persal User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Persal User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Persal User Guide
 - Setting Reading Goals Persal User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Persal User Guide
 - Fact-Checking eBook Content of Persal User Guide

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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