

|                |                         |                 |            |
|----------------|-------------------------|-----------------|------------|
| Doc. No.:      | ESK/INS-20:0124 Uen     | Classification: | Internal   |
| Prepared by:   | ESK/INS Muthana Al-Soub | Date:           | 09-08-2020 |
| Approved by:   | ESK/INS Mohammad Amoudi | Rev.:           | PA. 1      |
| Authorised by: | ESK/C                   | Reference:      |            |

## Training Syllabus

### ICIEC Takaful System

#### (Approvals & Notifications)

#### 1. Training Information

|                           |                      |                         |                  |
|---------------------------|----------------------|-------------------------|------------------|
| <b>Project Name</b>       | ICIEC Takaful System | <b>Project Manager</b>  | Laisan Mobaideen |
| <b>Session Date(s)</b>    | 27.09.2020           | <b>No. of Sessions</b>  | 1                |
| <b>Trainer</b>            | Muthana Al-Soub      | <b>Co. Trainer</b>      | -                |
| <b>Session Start Time</b> | 10:00 am             | <b>Session End Time</b> | 1:00 pm          |
| <b>Number of Trainees</b> | 5                    |                         |                  |

#### 2. Training Sessions Outline

**Session #: 1**

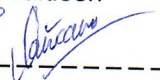
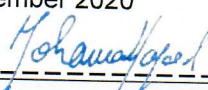
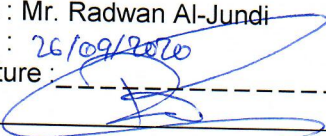
**Session : Approvals & Notifications**

**Date : 27.09.2020**

| Subject                        | Details                                                                                                                                          |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Processes Definition        | <ul style="list-style-type: none"> <li>Defining and binding the pages with the ready approvals and notifications</li> </ul>                      |
| 2. Notification Definition     | <ul style="list-style-type: none"> <li>Setting up the email/SMS body message to be sent to the desired recipient.</li> </ul>                     |
| 3. Rules Definition            | <ul style="list-style-type: none"> <li>Defining the conditions for a scenario in order to send the specific approval or notification.</li> </ul> |
| 4. Sample of Defined Processes | <ul style="list-style-type: none"> <li>Show a sample of defined Approval &amp; Notification processes</li> </ul>                                 |

|                |                         |                 |            |
|----------------|-------------------------|-----------------|------------|
| Doc. No.:      | ESK/INS-20:0124 Uen     | Classification: | Internal   |
| Prepared by:   | ESK/INS Muthana Al-Soub | Date:           | 09-08-2020 |
| Approved by:   | ESK/INS Mohammad Amoudi | Rev.:           | PA. 1      |
| Authorised by: | ESK/C                   | Reference:      |            |

### 3. Approvals

| ESKADENIA Project Manager                                                                                                                         | ICIEC Project Manager                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name : Ms. Laisan Mobaideen<br>Date : 27.09.2020<br>Signature :  | Name : Mr. Mohamad El-Sayed<br>Date : 24 September 2020<br>Signature :  |
| ESKADENIA Product Manager                                                                                                                         |                                                                                                                                                           |
| Name : Mr. Radwan Al-Jundi<br>Date : 26/09/2020<br>Signature :   | <b>Mohamad A. El-Sayed</b><br>Digitally signed by<br>Mohamad A. El-Sayed<br>Date: 2020.09.24<br>11:58:16 +03'00'                                          |