Training Request Form Flow

```
┌─────────────────────────────┐
│ Employees or managers can   │
│ propose training/course/    │
│ seminar                     │
└─────────────────────────────┘
              │
              ▼
         ◇ Manager will consider whether the
           training/course/seminar is suitable for employee
           to attend ◇ ──No──▶ ┌──────────────────────────────┐
                                │ Employee will not be able to │
              │ Yes             │ attend the course and will   │
              ▼                 │ look for more suitable       │
┌─────────────────────────────┐│ training/course/seminar      │
│ Manager will submit         │└──────────────────────────────┘
│ Training Request            │              ▲
│ Form in Wrike               │              │ No
└─────────────────────────────┘              │
              │                               │
              ▼                               │
         ◇ HR will receive the               │
           request as assignee and to get ───┘
           senior managers and management
           approval ◇
              │ Yes
              ▼
┌─────────────────────────────┐
│ HR liaise with the training │
│ provider for the details    │
│ such as date and necessary  │
│ documents                   │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ HR liaise with Finance for  │
│ payment arrangement         │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ HR inform the training      │
│ provider once payment is    │
│ made and proceed with       │
│ enrolment/registration      │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ HR update the participants  │
│ in Wrike about the course   │
│ details- venue, date & etc  │
└─────────────────────────────┘
```