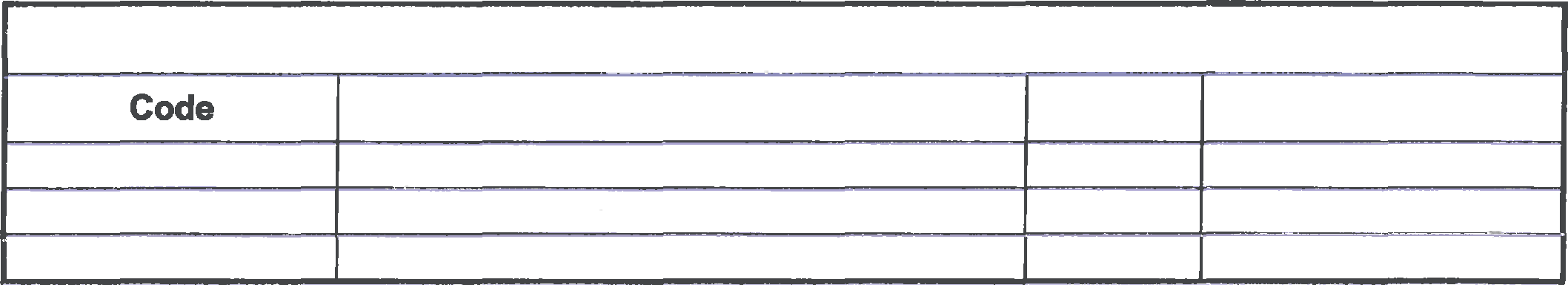
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| Document Name | Internal Trainer Selecting and Management |
| Applicable ISO: | ISO 9001 |
| Clause of the Standard |  |
| Code | S-HIMX-AMD-0522  03 |
| h°avision |
| Date | 08/22/2022 |
| Department | AMO |
| Area | HUMAN RESOURCES |

|  |  |  |  |
| --- | --- | --- | --- |
| Revision | Date | Description | Elaborated |
| 00 | 04/15/16 | First Emission | Marco Esponda  Karla Jacques |
| 01 | 04/23/2018 | Update the Bonus and the flow chart |
| 02 | 15/02/2021 | Updated format | Raul Bugarin |
| 03 | 08/22/2022 | Updated department names | Raul Bugarin |
|  |  |  |  |



**CONTROL OF RECORDS**

Name

Time

**File**

|  |  |  |  |
| --- | --- | --- | --- |
| Elaborated: | Raul Bugarin | Authorize: | Karla Jacques / Jeremy Zhang / Marco Esponda |
| Position: | coordinator | ' OS' ÏOFI | Manager / AMD Director / Vice-President |
| Signature |  | Signature: | , \pp} , |



* They are responsible for selecting suitable candidates as Internal Training Instructor.

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| t | | HISENSE ELECTRONICA MEXICO | S.A | de C.V |
|  | t | Internal Trainer Selecting and Management | S-HIMX-AMD-0522 | |
|  | Human Resources | R03 | |
| 1. **OBJECTIVE**   Create an effective training system through the creation of groups of internal trainers to meet the real needs of the organization through staff development of lacking labor skills.   1. SCOPE   Involving all staff working in Himex   1. POLICIES   N/A   1. **RESPONSABILITY AND AUTHORITY**   Human Resources:   * + Develop, review and bring about change in this procedure.   + Send information to area managers to allocate a candidate for internal training instructor   **Training Commission and Productivity (Comisión Mixta de Capacitación Adiestramiento y Productividad):** | | | | |
|  | | | | |

The ârea manager:

* Assign their staff candidates to participate in the selection of Internal Training Instructor. AMD
* Able to approve this procedure and has the authority to require all the functions monitoring and implementation.

1. DEFINITIOI\IS

**Training:** Teaching, guiding, routing. It is the set of means that are organized according to a plan to achieve an individual to acquire skills, values or theoretical knowledge that allow them to perform certain tasks or perform in a specific area more effectively.

**Coaching:** It is a procedure designed to gain knowledge, skills and abilities. niuEx: HiSENSE ELECTRONICA MEXICO S.A de C.V

**Internal Training Instructor: Is** the person regardless of their daily work, trains other workers in the organization.

AMD: Administration Management Department

HR: Human Resources

1. REFERENCES

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| Internal Trainer Selecting and Management S-HIMX-AMD-0522 |
| Human Resources R03 | |
| Labor Board:  “The Ministry of Labor published in the Official Gazette of the Federation, the Agreement that establishes the general criteria and establishes the formats for the completion of administrative procedures in terms of training and training of workers, in which they are established as Compulsory formats DC-1, DC-2, DC-3, DC-4, which are the responsibility of all employers and others for external training and training instructors. This publication also establishes the guidelines for controlling the commission and the plans and programs”   1. DEVELOPMENT    1. Internal trainers of the company selection process   Human Resources will require by e- mail to managers assign personnel areas that may be candidates for Internal Training Instructor.  It should take into account certain characteristics of staff who want to assign; such as:  Attitudes and skills to teach courses Ease of Communication  Vocation for Education  The Human Resources Manager shall notify the staff assigned relationship as candidates for Internal Training Instructor.  Human Resources will schedule a date for participants to expose a subject at a time no longer than 15 minutes ”ar the Training Commission and Productivity (Comisién Mixta de Capacitacién Adiestramiento y Productividad):  All directors should participate as internal trainers.  Once the candidates are selected, the manager along with the selected Instructors should do an analysis to identify training needs in your area / department.  Fixing attention on issues such as (suggested topics):   * Communication problems * Deviations in productivity | | |



Paee 2 of 7

* Cultural Changes, in policies , Procedures, methods or skills

e Changes in machinery or equipment involving practices ether than the above eperation.

* Low or High personnel Employee Development and Dismissal
* Change function or position
* Staff Applications
* Expansion plans or company growth
* Business Functions
* Decrease in accidents.
* Increase in productivity.
* Reduction of dead times.
* Decrease in indirect expenses.
* Legal requirements by position
* Certification Process Quality, Environmental or SDDS
* English Glasses

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| Internal Trainer Selecting and Management S-HIMX-AMD-g522 |
| Human Resources R03 | |
| When it is detected that an area needs to be trained, the Internal Instructor must create a PowerPoint training with materials on the subject you wish to teach.  This material shall be submitted to the Training Commission and Productivity (Comisión Mixta de Capacitación Adiestramiento y Productividad).  The Training Commission (Comisión Mixta de Capacitación Adiestramiento y Productividad) shall schedule along with the instructor to teach courses.  After being selected as an internal instructor training and one month have participated as such, Instructors will be selected to provide enterprise-level courses and DEPARTMENT.   1. Company: Human Resources will select the courses offered to all employees Himex such as: INDUCTION, C - TPAT / NEEC etc. 2. Department: Each department is responsible for the interior formation thereof the courses will be organized by each department and for its own staff.   7.2. Basic rules for house instructors who taught courses for the company.  Basic standards  Level  Knowledge Training | | |



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|  |  |
| Assistant | 1. At least 1 year experience at the company   and related position or 3 years on Direct/Indirect position (L02 Technician and L03).   1. Good at the work and courses related skills. 2. Better knowledge of company culture and work flow. | 1. Good at expression and communication. 2. aóle to provide teaching material, like PowerPoint. |
| Lever C | 1. At least 2 year experience at the company   and related position or 5 years on Indirect position (L04).   1. Good at the work and courses related skills. 2. Better knowledge of company culture and work flow. | 1. Express clearly and **logistical.** 2. Able to provide teaching material, like PowerPoint. |
| Lever B | 1. At least 3 year experience at the company and related position or 5 years on Indirect position (L05 to L6). | 1. Express clearly and **logistical.** 2. Able to provide teaching material, like PowerPoint. |

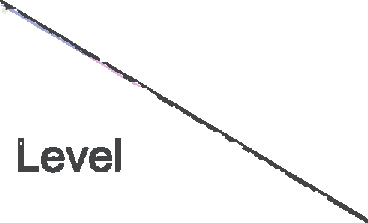
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Internal Trainer Selecting and Management S-HIMX-AMD-0522 Human Resources R03

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| --- | --- | --- |
|  | 1. Better at the work and courses related skills;(course related education background maybe is required). 2. Better knowledge of company culture and work flow. |  |
| Level A | 1. At least 5 year experience at the company   and related position.   1. Expert at the work and courses related skills; (course related education background maybe is required). 2. Better knowledge of company culture and work flow | 1. Express clearly and logistical. 2. Able to provide teaching material, like PowerPoint. 3. Qualified for training the trainers |

# 7.3. Internal Promotion Training Instructors

Training Commission will decide whether the candidate is qualified or not to the level that is recommended. If the candidate is selected will get the first level; Assistant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| .Standards | Yearly eva!uatIon | Training Time HRS | Experience | Other |
|  | B and above | z10 | 3 year ager achieving B | Update training material |
| B | B and above | z10 | 2 year after achieving C | Update training  material |
|  | B and above | g | 1 year as assistant | Update training  material |

Paxe 4 of 7

Every year Human Resources will monitor the selection process taking into account the following table to promote staff from one level to another.

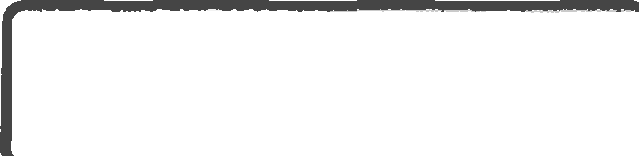
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| Internal Trainer Selecting and Management S-HIMX-AMD-0522 |
| Human Resources R03 | |
| 7.4. Bonus for trainers per hour.  8. FLOW CHART | | |



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| --- | --- | --- |
| Classification | Trainer Level | Bonus Range |
| Company | Assistant | $250 |
| Level C | $350 |
| Level B | $450 |
| Level A | $750 |



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Internal Trainer Selecting and Management S-HIMX-AMD-0522

Human Resources R03

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| --- | --- | --- |
| **HUMANRESOURCES** | ALL AREAS | |
|  |  |  |
| START | START |
|  |
|  |
| Managers |
| Calling by e-mail |
|  |
|  |
| Assigns instrutor candidates and send the list to HR |
| Receiving list of candidates |
|  |
|  |  | Candidates prepating to expose the topic for 15 minutes to the  Training Commission |
| Schedule appointments for candidate’s selection |
| Training Commission do the selection |
|  |
| Training Commission selects training instructor |
|  |
| Identify training needs in areas |
|  |
| Second level bonus allocation | Create teachuing materials  Imparting course  END | |
|  |
| Annual promotion of instructors |
|  |
| END |



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