**北京沃丰时代数据科技有限公司**

**Beijing Wofeng Times Data Technology Co. Ltd.**

**培训管理制度**

**Training Management Requirements (On Trail)**

**文档信息：**

**Document Information:**

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| --- | --- | --- | --- |
| **文档名称**  **Document Name** | 培训管理制度  Training Management Requirements | | |
| **文档编号**  **Document Number** | WF-HR001 | | |
| **文档密级**  **Classified As** | 内部  Internal | **发布范围**  **Public To** | 公司内部  Internal |
| **编制人**  **Author** | 高建龙  Gao Jianlong | **编制日期**  **Draft Date** | 2019-12-17 |
| **评审人**  **Reviewer** | 周毅  Zhou Yi | **评审日期**  **Review date** | 2023-03-23 |
| **批准人**  **Approver** | 张磊 Zhang Lei | **批准日期**  **Approval Date** | 2023-04-23 |

**修订历史记录：**

**Change Log:**

|  |  |  |  |
| --- | --- | --- | --- |
| **版本**  **Version** | **状态**  **Reason** | **修订内容说明**  **Revised description** | **编制人**  **Updated by** |
| V1.0 | 新建  New Document | 新建文档  New Document | 高建龙  Gao Jianlong |
| V1.1 | 更新  Update | 内容优化  Content optimization | 高建龙  Gao Jianlong |
| V1.2 | 更新  Update | 修订文档内容  Revise document content | 张帆  Zhang Fan |

第一章 总则

Chapter I General Provisions

第一条:培训目的为配合公司发展目标,实现员工对公司发展战略的了解和认同,实现员工对公司规章制度、岗位职责、工作要领的掌握,不断地增长员工的工作知识和技能,营造良好的工作气氛,特制订《公司培训管理制度》（以下简称本制度）,作为公司进行人员培训实施与管理的依据。

Article 1: Trainings are organized to cooperate with the Company's development targets, enable employees to comprehend and recognize the Company's development strategies and master the Company's rules and regulations, post duties and main work points, constantly increase employees work knowledge and skills, and create a favorable working environment. Company Training Management System is hereby formulated as the basis of the Company to implement and manage personnel training.

在本公司工作满1年以上的员工享有公司安排的外出考察、培训活动，所有外培人员均应到培训部办理备案手续:

Employees who have worked at the Company for over 1 year can attend investigation and training activities arranged by the Company, and all training personnel shall go through filing procedures at the Training Department:

第二条:培训原则

Article 2: Training principles

结合公司业务发展与组织能力提升的需要,全员参与,重点提高,讲究实效,推动学习型组织的建立。建立健全公司培训机制，按需施教;根据公司发展需要和员工多样化培训需求开展内容丰富、形式灵活的培训,增强培训的针对性和实效性,确保培训质量。

All employees shall attend based on the demands of developing company business and improving organizing ability, focus on improvement, emphasize efficiency, and promote to establish learning organization. Establish and complete the Company's training mechanism and organize trainings based on demands; Carry out trainings featured in abundant contents and flexible forms based on company development needs and diversified training demands of employees, reinforce pertinence and efficiency of trainings, and ensure training quality.

第三条:适用范围

Article 3: Applicable scope

凡本公司所有员工的各项培训计划、实施、督导、考评以及改蓍建议等,均依本制度办理。

Planning, implementation, supervision, examination and improvement suggestions of all trainings for all employees of the Company shall comply with the System.

第二章 培训机构及职责

Chapter II Training institution and responsibilities

第四条:培训机构

Article 4: Training institution

培训部负责培训活动的计划、组织、实考核，包括培训需求分析、建立培训目标、培训实施和评价、建立培训档案等。

The Training Department is responsible for planning, organizing and examining training activities, including training demand analysis, establishing training targets, implementing and evaluating trainings and establishing training files.

一、 培训制度的制订及修改;

I. Formulation and modification of training system;

二、 公司培训计划的制订、审议;

II. Formulation and review on company training plans;

三、 培训的督导、追踪和考核;

III. Supervision, tracking and assessment on trainings;

四、 建立公司培训工作档案,包括培范围、培训方式、培训人数、培训时间、考核情况等:

IV. Establish the Company's training files, including training scope, training mode, number of trainees, training time and assessment conditions;

五、 建立员工培训档案,将员工接受培训的具体情况和培训结果详细记录备案,包括培训时间、培训地点、培训内容、培训目的以及培训效果等;

V. Establish employee training files, record and file up specific conditions of employees training reception and training results in details, including training time, training location, training content, training purpose and training effect;

六、 其他部门负责协助运营部进行培训的实施、评价,同时负责组织部门员工培训以及培训结束后的督导和追踪

VI. Other departments are responsible for assisting the Operation and Maintenance Department to implement and evaluate trainings, and organizing training for department employees and post-training supervision and tracking

第五条：培训类别

Article 5: Training category

一、 内部培训

I. Internal training

1、 新员工入职培训

1. Induction training

在新员工入职15天内集中培训，未经培训，原则上不准上岗。新员工的培训计划由培训部负责,培训内容包括公司发展和前景、企业价值观、公司组织构架、公司人事行政制度、办公礼仪、各部门职能等,考核成绩将存入新员工档案

Organize centralized training for new employees within 15 days after admission. Those that have taken no training are not permitted to take post by principle. The Training Department is responsible for training plans of new employees, and training contents include the Company's development and prospects, corporate values, company organization structure, HR and administration systems, office etiquettes and functions of each department. Assessment results will be stored in files of new employees

2、 内部培训

2. Internal training

对公司内部所有员工的集中培训,每季度1次:培训内容包括技术类、管理类、业务类以及员工感兴趣的知识和信息,培训结果将作为今后定职定级的参考:

Organize centralized training for all employees inside the Company, once every season; Training contents include technology category, management category, business category and knowledge and information interesting for employees, and training results will be used as reference for job orientation and grading in the future;

二、 外派培训

II. Expatriate training

为提升公司内部员工在工作中所应具各的专业知识和技能技巧,各项工作工作效率,公司结合内部需求和情况定期组织外部培训。外派培训的内容结合公司和员工发展需要主要包括专业技术知识、企业发展战略性内容;

To improve professional knowledge and skills of employees of the Company applied required for daily works and enhance working efficiency, the Company regularly organize external trainings based on internal demands and specific conditions. Contents of expatriate training are confirmed based on the company and employees' development demands, mainly including professional and technical knowledge and enterprise development strategies;

第六条:培训的组织管理

Article 6: Training organization and management

一、 培训前.

I. Before training

1、 参训人员提前10分钟到达。培训负责人,助教人员提前15分钟到达培训地点,检查设各调式现场布置,教材道具等培训前准;

1. Training participants shall arrive 10 minutes in advance. Training director and supporting staff shall arrive at training location 15 minutes in advance, checking layout of all sites, teaching materials and tools and other pre-training preparations;

2、 设计培训课程总体规划;

2. Design overall planning of training courses;

3、 编写培训材料；

3. Compile training textbooks;

4、 制作授课使用的PPT课件；

4. Make PPT for teaching;

5、 组织安排并通知培训时间、地点等；

5. Organize arrangement and notify training time, location and others;

6、 落实培训人员,包括外聘及内请；

6. Employ training personnel, including outsourced personnel and interior personnel;

7、处理有关临时性工作；

7. Deal with relevant temporary works;

第七条:培训结束后的工作；

Article 7: Works after training;

1. 搜集保管培训资料；

1. Collect and store training materials;

2. 学习先进的管理经验、培训理念；

2. Learn from advanced management experience and training concepts;

3. 培训评估；

3. Training evaluation:

培训纪律

Training discipline

1. 培训时不准吸烟；

1. No smoking during training;

2. 受培训人员应提前到达培训指定场所并签到;

2. Trainees shall arrive at the specified training location and sign in advance;

3. 手机须调至震动状态,接听电话要求到走廊；

3. Mobile phones have to be set to silent state, and trainees have to go to the corridor to answer calls;

4. 培训时,应根据公司对员工仪容仪表要求着装；

4. Dress up according to the Company's requirements for employee appearance during training;

5. 在规定培训时间内,不准从事与培训无关的事情,即使是本职的业务工作,也不能在培训时内开展；

5. It is not allowed to be engaged in things irrelevant to training within the regulated training time, even duty business cannot be carried out during training;

请假规定

Asking-for-leave provisions

1. 特殊情况不能参加培训人员，部门总监以上级别必须部门总经理处，进行请假；

1. If employees cannot take training in special situations, personnel at positions higher than department head have to ask general department manager for leave;

2. 其他人员必须到本部门总监处和培训部请假；

2. Other personnel have to ask the department head and Training Department for leave;

第八条: 培训要求

Article 8: Training Requirement

1. 所有的培训会议都需要进行屏幕录制，并将其上传到公司的“知识管理系统 (WFO)”中；
2. All training meetings should be screen-recorded, and training evidence should be uploaded to the Knowledge Management System (WFO) for examination.
3. 每个培训都要进行培训的签到确认，并保留培训签到记录；

2、 The personnel training confirmation (signed by the participants) should be documented on each training. The signed Training Record Form should be kept, see enclosure 2 (WF-HR001.Enclosure02).

3、所有SOP的更新和升版都需要进行培训，并且培训经理对相关培训记录和签到记录要进行定期检查；

3、Training must be performed on each version escalation of all SOPs, training records and training sign in forms must be periodically reviewed by training manager.

4、有关于J&J的培训记录，要录屏上传到WFO里，并将记录保留到系统退役后5年。

4、Training records of all Johnson & Johnson systems should be uploaded to WFO through the recording screen. These records should be kept for 5 years after the system retirement.

5、所有的人员要按照培训矩阵里的要求，完成对应的培训，具体信息见本文档附件1：培训矩阵 (WF-HR001.Enclosure01) 。

5、All employees are required to complete trainings based on defined roles in the training curriculum. Detailed information of the Training curriculum matrix see Enclosure 1(WF-HR001.Enclosure01).

第三章 附录

Chapter III Enclosures

附件1：培训矩阵 (WF-HR001.Enclosure01)

Enclosure 1: Training Matrix (WF-HR001.Enclosure01)

附件2 ：培训记录表(WF-HR001.Enclosure02)

Enclosure 2: Training Record Form (WF-HR001.Enclosure02)