

TRAINING REQUEST
培训申请

GENERAL INFORMATION:
基本信息:

Training Description:
培训说明:
Training recommended for :
培训建议:
Number of Employees:
员工人数:
Duration:
培训期:
Date desired:
预定日期:

TRAINING OBJECTIVES:
培训目标:

Knowledge (What to learn?):
知识 (学习哪些内容?)

Know How (How to do it?)
专门技能 (如何做?)

Required by: 申请人:	Position: _____ 职务:	Date: 日期:	Signature: 签名:
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COMMENTS:
评论:

Training: 培训类型:	Internal <input type="checkbox"/> 内部 <input type="checkbox"/>	External <input type="checkbox"/> 外部 <input type="checkbox"/>
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Human Resources Manager Observations:
人力资源部经理的意见:

Signature : 签名:	Date: 日期:
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GENERAL MANAGER APPROVAL (external training) 总经理批准（外部培训）		
Request: 申请人:	Approved <input type="checkbox"/> 同意 <input type="checkbox"/>	Not Approved <input type="checkbox"/> 不同意 <input type="checkbox"/>
Reason(s): 原因:		
Signature: 签名:		Date: 日期:
Financial Controller Signature: 财务总监签名:		Date: 日期: