

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:

COMMENTS: 评论:

Training:

培训类型:

Internal

内部

External

外部

Human Resources Manager Observations:

人力资源部经理的意见:

Signature :

签名:

Date:

日期:

TRAINING REQUEST

培训申请

GENERAL MANAGER APPROVAL (external training) 总经理批准 (外部培训)

Request: Approved Not Approved
申请人: 同意 不同意

Reason(s):
原因:

Signature: Date:
签名: 日期:

Financial Controller Signature: Date:
财务总监签名: 日期: