

**HYBN-2022-009**

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## **Notice on 2023 Training Needs Inquiry** **关于做好公司 2023 年培训需求征询的通知**

All Departments:  
各部门：

In order to prepare well for the Company's Annual Training Plan in 2023, According to the company's training management regulations, hereby conduct the 2023 training needs inquiry as follows:

为做好 2023 年公司年度培训计划的编制工作，根据公司培训管理规定，对 2023 年培训需求征询工作通知如下：

### **一、Scope of inquiry 征询范围**

1、 Each department is responsible for its own training needs inquiry.

各部门负责本部门培训需求征询。

2、 Functional departments should also propose the training needs for the professional and technical personnel in charge.

其中职能部门还需提出所主管专业技术人员培训需求。

### **二、The content of the inquiry 征询内容**

1、 Company-level training courses. Each department should fully understand the skills and knowledge of the staff, collect and

analyze the staff development needs, and propose the training courses that need to be provided by the company.

公司级培训班。各部门应充分研究员工技能和知识状况，收集和分析员工发展需求，提出需公司开设的培训班。

2、Special staff assessment. In order to ensure that 100% of the special work staffs are licensed, the department should base on the results of the identification of the scope of special work and changes in the position of the staff to propose the needs to obtain certification and re-certification of special staffs. Special work management department to propose the work type (or work) that need to take the re-certification training and assessment.

特种工作人员考核。为确保特种工作岗位人员 **100%**持证上岗，特种工作人员所在部门应根据特种工作范围识别结果和岗位人员变动情况，提出本单位取证、复证需求。请特种工作归口管理部门提出归口管理工种(或工作)取复证培训考核需求。

3、The management of training implementation. To provide feedback and suggestion on the Company's training system construction, implementation and management and etc.

培训的管理实施。对公司培训工作的制度建设、实施与管理等各方面均可提出意见和建议。

### **三、The inquiry period 征询时间**

From now until January 10, 2023.

即日起至 **2023 年 1 月 10 日**。

### **四、Requirements for the inquiry 征询工作要求**

1、Careful organization and attention to the inquiry. The inquiry on training needs is an important part of the training plan and a guideline for the training work throughout the year, so please make careful arrangements and attach great importance to the inquiry on

staff training needs.

精心组织，重视征询。培训需求征询工作是培训计划制订的重要组成部分，是全年培训工作开展的指引，请各部门周密安排，重视员工培训需求的征询。

2、Comprehensive sorting, extensive inquiry. To combine the current production and operation, and the current situation of workforce quality, based on the summary of the completion of the training work in 2022, through seminars, questionnaires and other forms of multi-channel, multi-level extensive inquiry various types of personnel training needs.

全面梳理，广泛征询。要结合当前生产经营、和员工队伍素质现状，在总结 2022 年培训工作完成情况基础上，通过座谈会、问卷调查等形式多途径、多层次广泛征求各类人员的培训需求。

3、Scientific summary, effective inquiry. Each department should carefully analyze and summarize the training needs of various types of personnel, and propose an effective training needs based on the Company production and operation, safety and environmental protection, localization training, corporate culture, new employee training, reserve personnel training and other work priorities. Each functional department should also organize the analysis and propose high quality training needs and requirements for personnel in charge of the professional and system.

科学总结，有效征询。各部门对各类人员的培训需求要进行认真的分析与归纳，围绕生产经营、安全环保、本地化培养、企业文化、新员工培训、后备人员培养等工作重点提出切实有效的培训需求。各专业职能部门也要组织分析，高质量地提出主管专业、主管系统人员的培训需求与要求。

附件 Attachment:

HYBN-T7-02-0019-2022 Employee Annual Training Work Inquiry  
form template 员工年度培训工作征询表模板

**Human Resource Department**  
**28<sup>th</sup> December 2022**

