

关于开展 2024 年班长培训班的通知

Notice: Conduct Team Leader Training 2024

各部门，

All Departments,

为加强班长综合素质和能力，提升班组管理实效，按照公司年度培训办班计划，公司决定于 2024 年 10 月 28 日-11 月 7 日举行班长培训班，相关事项通知如下：

To enhance the overall skills and leadership abilities of our team leaders and improve team management effectiveness, the Company, in line with the annual training plan, has organized a team leader training program from 28 October to 7 November 2024. Please find the details below:

1. 培训对象 Training Participants

公司各部门班长和副班长

All Departments Team Leader and Deputy Team Leader:

| 部门 Department | 人数 No of pax |
|---------------------------------------|--------------|
| 机动部计量 Equipment Management (Metering) | 2 |
| 物装部仓库 Material Supplies (Warehouse) | 5 |
| 炼油一部 No.1 Refinery | 8 |
| 炼油二部 No.2 Refinery | 16 |
| 炼油三部 No.3 Refinery | 24 |
| 炼油四部 No.4 Refinery | 16 |
| 热电部 Power | 26 |
| 港务储运部 Port and Storage | 26 |
| 公用工程部 Utilities | 16 |
| 质量检验部 Quality Analysis | 13 |
| 电气运行部 Electrical Operation | 27 |

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|-----------------------------|-----|
| 仪表控制部 Instrument Control | 26 |
| 设备检修部 Equipment Maintenance | 32 |
| Σ | 237 |

2. 培训内容 Training Content

课程内容分为 2 天，具体内容如下表所示：

The outline for the two-day training program agenda is provided below:

| 日期 Date | 时间 Time | 课程 Session | 内容 Details | 部门/讲师 Department/ Trainer |
|-------------|-------------|---|--|--|
| 第 1 天 Day 1 | 8:30-9:00 | 开班仪式 Opening Ceremony | 开班动员讲话 Opening Speech | CEO |
| | 9:15-11:45 | 班组管理与团队建设 Team Management and Team Building | 1. 领导力与团队建设；2. 构建班组的管理要素与机制；3. 石化企业标准化班组建设 1. Leadership and Team Building; 2. Developing Management Elements and Mechanisms for Work Teams; 3. Standardized Work Team Development in Petrochemical Enterprises | 总经办：孙健 CEO Office: Mr. Sun Jian |
| | 14:00-14:30 | 制度宣贯 Policy Learning | 工艺技术管理制度、联锁管理制度 Process Technology Management Policy and Interlock Management Policy | 计调部：孔伟 Schedule & Dispatch: Mr. Kong Wei |
| | 14:30-15:30 | 全厂公用系统平衡 Balance of the Refinery Plant's Utility Systems | 主要公用系统平衡：燃料气、蒸汽、水、电、氮气等 Balance of Primary Utility Systems: fuel gas, steam, water, electricity, nitrogen gas, etc. | 计调部：李军、蒲小龙、王庆麟 Schedule & Dispatch: Mr. Li Jun/ Mr. Pu Xiaolong/ Mr. Wang Qinglin |

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|-----------|-------------|--|--|---|
| 第2天 Day 2 | 15:30-17:30 | 事故应急处置 Emergency Response | 1. 公司应急处置原则；2. 班长在事故初期应急处置的作用；3. 大型石化企业初期灾变应急处置的重要性 1. Principles of Emergency Response for the Company; 2. The Role of Team Leaders in Emergency Response During the Initial Phase of an Incident; 3. The Importance of Initial Disaster Response in Large sized Petrochemical Enterprises | HSE 部: 许文军 HSE Dept.: Mr. Xu Wenjun |
| | | 生产过程风险管控 Risk Control in the Production Process | 风险分析技术与应用 Risk Analysis Techniques and Applications | HSE 部: 袁红宇 HSE Dept.: Mr. Yuan Hongyu |
| | 8:30-11:30 | 设备管理 Equipment Management | 设备润滑管理、转动设备状态监测、大机组特护管理、备用机泵盘车和定期切换、特种设备管理、加热炉运行管理、EM 系统管理 Equipment Lubrication Management, Rotating Equipment Condition Monitoring, Special Protection Management for Large Units, Standby Pump Rotation and Regular Switching, Special Equipment Management, Furnace Operation Management and EM System Management | 机动部: 李涛、邓咸林、何建刚、赵霞 Mechanical: Mr. Li Tao/ Mr. Deng Xianlin/ Mr. He Jiangang/ Ms. Zhao Xia |
| | 14:00-15:00 | 制度宣贯 Policy Learning | 员工请假考勤管理规定、员工薪酬管理规定、违纪惩处管理规定等其他人力资源日常管理要求 Employee Leave and Attendance Management Policy, Employee Salary Management Policy, Disciplinary and Punishment Management Policy, and other Daily Human Resources Management requirements | 人力部: 赵辅珍 Human Resource Dept.: Ms. Zhao Fu Zhen |
| | 15:00-16:00 | 跨文化培训 Cross Cultural Training | 文莱文化习俗、法律 Brunei Culture, Customs and Laws | 人力部、总经办法务 Human Resource, Legal Affairs |
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|--|-------------|--|--|---|
| | 16:00-17:30 | 班组管理实务 研讨 Practical Seminar on Team Management | 班组长管理经验分享、案例剖析 Sharing Management Experiences of Team Leaders and Case Analysis | 人力资源部、总经办组织 Human Resource, CEO's Office |
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3. 授课语言 Training Language

中文 Chinese Language

4. 培训时间 Training Schedule

根据轮班班次，培训人员分 4 批，大休时间上课，安排如下：

According to the shift schedule, participants will be divided into four groups, with classes held during their off-day. The arrangements are as follows:

| 第一周 Week 1 | | | | | |
|------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|--------------------------------|
| 班组 Shift Team | 10 月 28 日 28 Oct 周一 Mon | 10 月 29 日 29 Oct 周二 Tue | 10 月 30 日 30 Oct 周三 Wed | 10 月 31 日 31 Oct 周四 Thu | 11 月 1 日 1 Nov 周五 Fri |
| 一班 Shift 1 | × | 第 1 天课程 Day 1 | × | × | × |
| 二班 Shift 2 | 第 1 天课程 Day 1 | × | × | × | 第 2 天课程 Day 2 |
| 三班 Shift 3 | × | × | × | 第 1 天课程 Day 1 | × |
| 四班 Shift 4 | × | × | 第 1 天课程 Day 1 | × | × |
| 第二周 Week 2 | | | | | |
| 班组 Shift Team | 11 月 4 日 4 Nov 周一 Mon | 11 月 5 日 5 Nov 周二 Tue | 11 月 6 日 6 Nov 周三 Wed | 11 月 7 日 7 Nov 周四 Thu | 11 月 8 日 8 Nov 周五 Fri |
| 一班 Shift 1 | × | × | 第 2 天课程 Day 2 | × | |
| 二班 Shift 2 | × | × | × | × | |
| 三班 Shift 3 | 第 2 天课程 Day 2 | × | × | × | |
| 四班 Shift 4 | × | × | × | 第 2 天课程 Day 2 | |

5. 培训地点 Training Venue

办公楼 201 会议室 Meeting Room 201 Main Office Building.

6. 培训要求 Other Requirements

- 6.1 请各部门及时将培训通知转达给班长和副班长，并填写培训人员预登记表（见附件）。培训人员预登记表请于 10 月 17 日（周四）前，发送至 Tan Sing Yien 邮箱（60000463@pmb.hengyi.com）

Each department please forward the training notice to team leaders and deputy team leaders in a timely manner, and complete the pre-registration form (see attachment). Please email completed pre-registration form to Tan Sing Yien at 60000463@pmb.hengyi.com by 17 October 2024, Thursday.

- 6.2 请各位班长、副班长在培训前整理个人在班组管理中遇到的困惑和积累的经验，以便在培训中进行讨论和分享。

Team leaders and deputy team leaders are required to prepare in advance regarding on any challenges that they have encountered and experiences they have gained in team management prior to attend the training, so they can be discussed and shared during the session.

感谢大家的支持。

Thank you for your support.

附件：培训预登记表

Attachment: Pre-Registration Attendance Form

人力资源部

2024 年 10 月 15 日

Human Resources Department

15th October 2024