

# 关于发布《2025 年公司培训计划》的通知

## Notice on the Release of the 2025 Company Training Plan

各部门：

To All Departments,

依据公司 2025 年重点工作目标，结合前期广泛征集的培训需求，现正式发布《2025 年公司培训计划》。

Based on the company's key work objectives for 2025 and incorporating the training needs widely collected in advance, the 2025 Company Training Plan is hereby officially released.

2025 年，公司培训工作将以强化基本功训练为核心，按照技能操作、专业技术、经营管理三个序列，分层次、分阶段开展培训工作。

In 2025, the company's training efforts will focus on strengthening fundamental skills training. Training will be conducted in three sequences: operational skills, professional expertise, and business management at different levels and stages.

技能操作人员的培训以副班为抓手，健全培训体系，识别并编制每位员工培训矩阵。清晰主管部门对本专业基本功训练的责任及管理要求。细化员工上岗管理，识别特种（殊）作业培训考核要求，强化法规意识。

For operational personnel training will be centered on professional growth class (Fuban), with an emphasis on improving the training system and creating individual training matrices for each employee. Responsibilities and management requirements for fundamental skills training within the supervisory

departments will be clarified. Employee job management will be refined, and requirements for special (or unique) operations training and assessment will be identified to enhance regulatory awareness.

专业技术人员的培训以制度为抓手，强化专业管理能力，重点培养识别制度符合性及制度执行能力。深化专业管理，提高解决实际问题的能力。

For professional technical personnel training will focus on enhancing professional management capabilities through compliance with regulations. Emphasis will be placed on the ability to identify regulation conformity and ensure proper implementation. Professional management will be deepened to improve problem-solving abilities in practical scenarios.

经营管理人员的培训以日常管理难点为抓手，强领导力开发培养及跨文化管理能力，凝心聚力，逐步提高履职能力和整体战斗力。

For management staff training will address common challenges in daily management, focusing on leadership development and cross-cultural management capabilities. This aims to foster unity, gradually enhance performance abilities, and improve overall effectiveness.

各部门须严格执行本计划，落实相关培训工作，共同提升员工整体素质与公司核心竞争力。人力资源部将按月监督检查各部门培训计划的实施进度，重点核查员工培训档案记录、培训效果评估与反馈情况，持续强化培训基础管理工作，确保培训质量。

All departments are required to strictly implement this plan and carry out relevant training tasks to jointly enhance employee competency and the

company's core competitiveness. The Human Resources Department will supervise and inspect the implementation progress of each department's training plans on a monthly basis. This will include key reviews of employee training records, training effectiveness evaluations, and feedback mechanisms, ensuring a strong foundation for training management and maintaining training quality.

各运行部需根据部门实际情况，制定本部门年度培训计划并上报人力资源部。

Each operations department must formulate its annual training plan based on its actual circumstances and submit it to the Human Resources Department.

附表：2025 年公司培训计划

Attachment: 2025 Company Training Plan

人力资源部

Human Resources Department

2025 年 1 月 17 日

January 17, 2025