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Employee Training Plan  
员工培训计划

Plan No. 计划编号:

For Month 月份:

No.1 编号 1 <input type="checkbox"/> Inside Training 内部培训 <input type="checkbox"/> Outside Training 外出培训	
Training Item 培训项目	
Training Name 培训名称	
Time/location 培训时间/地点	
Trainer/teaching material 培训老师/教材	
Objective 培训目标	
Examine Approval 考核方式	
Training Rate(Advance) 培训费用 (预算)	

Set Down by 制定:

Checked by 审核: