**容大后勤集团（ ）年度培训计划表**

编号：RDBGS-58-2/A 序号：

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| **序号** | **培训项目** | **培训内容** | **培训时间** | **培训对象** | **培训课时** | **培训经费（元）** | **培训类型** | **师资** | | | **负责部门** | **备注** | |
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| 小计 |  |  |  |  |  |  |  |  | | |  |  | |
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| 填报人： | |  |  |  |  |  | 填报日期： 年 月 日 | | | | | | |
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|  | 填表说明：1.培训经费如暂未确定，请填写预估金额，不能空白,没产生费用请写“0”。 | | | | | | | | | | | | |
|  | 2.培训时间请填“X月”或“待定”；如跨月份，连续月份的按“X-Y月”格式，月份不连续的按“X月、Y月”格式。 | | | | | | | | | | | | |
|  | 3.培训课时为45分钟一课时，培训课时请按这个时间推算。 | | | | | | | | | | | | |
|  | 4.师资类型**内培**写内部师资或外请，**外培**根据实际名称填写。 | | | | | | | | | | | | |
|  | 5.负责部门写具体部门或中心。 | | | | | | | |  | |  |  | |