

2024-2025学年开学培训时间表 CRS Staff Induction Timetable

Date	Week	Time	Duration	Topic/Content	Trainee	Department	Venue	Department in charge of sign-up	
日期	星期	时间	时长	培训主题/内容	培训对象	部门	地点	负责签到部门	
2024/8/23	周五Fri.	13:00-14:00	60Min	HR Introduction 员工手册等相关制度与流程，请假和差旅申请、中方员工子女入学优惠、内部推荐奖励办法、外地老师申请宿舍办法、通勤车乘坐等 Employee Handbook, Leave and Business trip application, Enrollment discount for children of Chinese employees, Internal referral reward, Non-local teachers apply for dormitory, Commuter school bus	新入职员工 All New staff	人力资源部-HR	北校区-A424（学术报告厅） Norrth Campus-A424	人事部HR	
		14:00-14:30	30Min	对外付款、员工报销流程及注意事项培训、学校收费、退费政策 External payment, staff reimbursement process and matters needing attention training,School fee and refund policy	部分员工如各学部助理、班主任、职能部门对接人 Academic Division Assistant, Homeroom teacher,Head teacher, contact person of functional department	财务部Finance dept.			
		14:30-15:00	30Min	学校安全协议讲解及签署、访客管理规定、洗衣房使用说明、宿舍管理、车辆出入管理、教室环创规格、等后勤相关须知 Explanation and signing of school safety agreement	新入职员工 All New staff	运营operation-logistics			
		15:00-15:20	20Min	茶歇 Tea Break					
		15:20-16:05	45Min	IT相关培训\中锐OA系统介绍、Outlook邮箱系统、ManageBac系统、TEAMS、Sharepoint相关介绍 IT-related training	新入职员工 All New staff	运营Operation-IT	北校区-A424（学术报告厅） Norrth Campus-A424	人事部HR	
		16:05-16:50	45Min	学生健康与急救规范培训	德育干部、班主任、体育老师、实验员必须参加，其他有兴趣的老师也欢迎参加 Moral education cadres, homeroom teachers, P.E. teachers, and lab technician must participate, and other interested teachers are also welcome to participate	校医室School Medical Office			
		16:50-17:30	40Min	学校权责手册、行政相关制度与流程培训 School Power and responsibility manual, administrative related systems and process training	运营部门新入职的员工、学部新入职的日常工作涉及权责流程的中方老师和教辅人员 New employees in the operations department, as well as Chinese teachers and teaching assistants involved in the rights and responsibilities process	校办 School office			
2024/8/24-25	周六Sat.-周日Sun.	8:30-11:00	Half day	外教入职体检 International teacher entrance medical examination	参加名单见通知 Refer to further Notice	人力资源部-HR	厦门弘爱医院健康管理中心（湖里区仙岳路 3777号综合楼）	人事部 HR	

2024/8/26	周一Mon	9:00-10:00	1h	中方员工商业保险介绍 Introduction to Chinese Employee Commercial Insurance	中方新入职员工 New Chinese Employee	人力资源部-HR	北校区- A424 (学术报告厅) Norrrth Campus-A424	人事部HR
		9:00-10:00	1h	发票的事和个税APP以及办理签证有关流程和手续 Invoices, personal tax APP and visa application Procedures	新入职外教New international teachers	人力资源部-HR	南校区-321(会议室)	人事部HR
		10:00-11:00	1h	外教商业保险培训 International Teacher Commercial Insurance Training	新入职外教New international teachers	人力资源部-HR	南校区-321(会议室)	人事部HR
		13: 00-17: 00	4h	新员工办理银行卡 (工资卡) New employees apply for bank cards (salary cards)	新入职员工All New staff	财务部Finance dept.	北校区-B314(会议室)	N/A