

2023-2024学年厦门华锐莱普顿学校开学培训时间表

Date	Week	Time	Topic/Content	Trainee	Department	Venue	Department in charge of sign-up	
日期	星期	时间	培训主题/内容	培训对象	部门	地点	负责签到部门	
8/25/2023	周五Fri.	13:00-14:00	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	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	北校区-A424 (学术报告厅) Norrth Campus-A424	人事部HR	
		14:30-15:20	IT相关培训\中锐OA系统介绍、Outlook邮箱系统、ManageBac系统、TEAM S、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	
		15:20-15:30	茶歇 Tea Break					
		15:30-16:10	急救培训 First Aid Training	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	北校区-A424 (学术报告厅) Norrth Campus-A424	人事部HR	
		16:10-16:40	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	部分员工仅限非教学人员、中方老师且日常工作涉及权责流程的老师	校办 School office	北校区-A424 (学术报告厅) Norrth Campus-A424	人事部HR	
		16:40-17:10	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、有感兴趣的老师A	财务部Finance dept.	北校区-A424 (学术报告厅) Norrth Campus-A424	人事部HR	
8/26/2023	周六Sat.	8:30-11:00	中方员工年度体检 (2022年12月30日前入职第一批教职工) Annual physical examination for Chinese employees (the first batch of faculty members who will be employed before December 30, 2022)	参加名单见通知 Notice	Refer to further	人力资源部-HR	长庚医院住院大楼二楼体检一区	人事部 HR

8/26/2023	周六Sat.	8:30-11:00	外教入职体检 International teacher entrance medical examination	参加名单见通知 Notice	Refer to further	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
8/27/2023	周日Sun	8:30-11:00	中方员工年度体检 (2022年12月30日前入职第二批教职工) Annual physical examination for Chinese employees (the second batch of faculty members who will be employed before December 30, 2022)	参加名单见通知 Notice	Refer to further	人力资源部-HR	长庚医院住院大楼二楼体检一区	人事部 HR
8/28/2023	周一Mon	9:00-10:00	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) Norrth Campus-A424	人事部HR
		9:00-10:00	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	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	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

