Internal Training Records

Attendance, Training Materials, Photos

ITG RESOURCES FZCO

This compilation contains the supplied training needs report, employee training checklist, onboarding and probation planning templates, training system user guide and two internal training photographs.

Contents

1. Training Needs Report (2 pages).

2. HSE Training Checklist (2 pages).

3. New Employee Onboarding Training Plan (1 page).

4. New Employee Probation Work Plan (1 page).

5. ITG University Training System User Guide (3 pages).

6. Internal Training Photographs (1 page).

Document context

The onboarding and probation plans are supplied as blank templates. The checklist records training dates and providers as entered in the source. The photographs show group training sessions; a separate signed attendance sheet has not been supplied. Original document content and language are retained.

ITG ITG RESOURCES FZCO	TRAINING NEEDS REPORT	Effective Date: 20 Oct 2026	
		Document Code: IMS-TC-F01	
		Rev. No.00	Ref #:

Sr. #	Name	Designation	Training Title	Provider / Lecturer	YEAR ___2026_____											
					Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	ZHIMAO LI	SALES	Business Training	Internal Lecturer from Headquarter			√			√		√				
	XUEQI ZHANG	EXTERNAL AFFAIRS SPECIALIST	Business Training	Internal Lecturer from Headquarter			√			√		√				
	HANXIANG JIN	SALES	Business Training	Internal Lecturer from Headquarter					√	√		√		√		
	RUI LIU	SALES	Business Training	Internal Lecturer from Headquarter					√	√		√				

Legend: x-planned, date of actual training

XUEQI ZHANG

Prepared By

BINGHUANG CHEN

Approved By

ITG ITG RESOURCES FZCO	HSE TRAINING CHECKLIST	Effective Date: 20 Oct 2026	
		Document Code: IMS-TC-F02	
		Rev. No.00	Ref #:

Date	**2026.10.20**
Employee Name	XUEQI ZHANG
Designation	EXTERNAL AFFAIRS SPECIALIST

Item No	Required Training	Date of Training	Conducted By	Signature
1	Initial Orientation	2025.9.15	Headquarter	
2	Specific Orientation (on job)	2025.9.15	Headquarter	
3	Training to Staff Working within Active Process Area	N/A		
4	Permit to Work System Training	N/A		
5	Daily Toolbox Talk by Supervisor	N/A		
6	Weekly Safety Talks either by Site HSE Personnel or Area In-charges	2026.3.1	Headquarter	
7	Management Employees Training Program	N/A		
8	Training Program for Manager Site HSE	N/A		
9	Environmental Issues	2025.10.10	Headquarter	
10	Personal Protective Equipment	N/A		
11	Driving Rules and Driver's Training	N/A		
12	Risk Assessment	2025.9.20	Headquarter	
13	Accident/Incident Reporting	2026.3.2	Headquarter	

14	Hot Work and Handling of Gas Cylinders	N/A		
15	Smoking/Drugs & Alcohol	2025.9.15	Headquarter	
16	Emergency and Evacuation Drills & Exercises	2026.3.1	Headquarter	
17	Scaffolding and Ladders	N/A		
18	Fire Fighting	2026.9.10	Headquarter	
19	Hazardous Material Handling	N/A		
20	Confined Space	N/A		
21	Zones & Color Coding	N/A		
22	First Aid	2025.9.30	Headquarter	
23	Heat Stress/Exhaustion	N/A		
24	Lifting and Heavy Lifts	N/A		
25	HSE Audits	N/A		
26	Working at Heights	N/A		
27	Electrical Equipment	2025.9.24	Headquarter	
28	Wastes and Spills	N/A		
29	Air/Water Emissions	N/A		

国贸股份供应链事业部新员工入职培训计划表

培训对象：_____　　部门：_____　　岗位：_____　　入职时间：　　年　　月　　日

序号	分类	培训内容	培训日期/时间	培训者	培训对象签名	备注
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

员工本人：_____　入职引导人：_____　用人部门负责人：_____　人力资源部 ：_____

国贸股份供应链事业部新员工试用期工作计划表

员工姓名：_____ 部门：_____ 岗位：_____ 试用期： 至

具体时间	工作类别	工作计划	完成时间	工作完成情况	考核人	备注

员工：_____ 入职引导人：_____ 用人部门负责人：_____ 人力资源部：_____

ITG 国贸供应链

国贸大学——培训系统使用指南

【1】网址及登录

方法一：通过公司内网（http://www.itg.net/）入口进入国贸大学登录界面



方法二：通过入国贸大学网址直接登陆（https://itgholding.yunxuetang.cn/login.htm）



[登陆账号：6 位员工编号 初始登陆密码:123456]

【2】课程搜索

登陆后，可直接在首页搜索框内搜索感兴趣的课程、关键字获取相关课程，权限内的课程都可直接学习。





推荐课程清单：

一、理论基础知识系列课程

1、 贸易业务与风险控制入门（含控股、股份、事业部简介）

2、 内贸业务常见问题及案例分析

3、 国际贸易常见问题及案例分析

4、 外贸关务风险管理及防范

5、 物流规定要点、注意事项及案例点评

6、 大宗贸易财务管理制度

7、 贸易合同结算

二、线上学习材料

1、供应链贸易知识内部考试备考资料

2、2020 年第一期贸易知识考试试题解析

三、SAP 系统操作系列课程

1、SAP 轻松访问

2、SAP ERP 第 1 课：业务流程总览

3、SAP ERP 第 2 课：合同创建

4、SAP ERP 第 3 课：采购流程

5、SAP ERP 第 4 课：销售流程

6、SAP ERP 第 5 课：收款付款转款

7、SAP ERP 第 6 课：2018 版报表布局操作技巧

四、进阶学习

1、期货基础知识及其应用

2、规范申报知多少

3、教你掌握 11 个国际贸易术语的风险转移点

Internal Training Photographs

Photographs supplied as examples of internal training sessions.



