附件5：

后勤保障部实行现代学徒制过程记录表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 师傅姓名 | |  | | | 师傅电话 | |  | | 师傅岗位 | | |  | |
| 学员姓名 | |  | | | 学员电话 | |  | | 学员岗位 | | |  | |
| 指导内容 | |  | | | | | | | | | | | |
| 部门负责人对学习的要求 | | 学习时间 | | | 每月 次，每次 小时 | | | | | | | | |
| 学习内容 | | |  | | | | | | | | |
| 其他要求 | | |  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| 过程记录 | 日期 | | 时段 | 内容 | | 徒弟签名 | | 日期 | | 时段 | 内容 | | 徒弟签名 |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
|  | |  |  | |  | |  | |  |  | |  |
| 年终结  果确认 | | | **口优秀 口合格 口不合格**  **中心负责人确认签字：** | | | | | | | | | | |

注：1.指导师傅要有良好道德品质，业务精湛，为人师表，有一定表达能力；

2.原则上指导期为一年，中心确定指导师傅后，中心负责人要提出指导具体要求，年终给出考核结果；

3.本表由指导师傅保存，指导过程要填写《后勤保障部现代学徒制情况登记表》；

4.中心适时安排专人过程监管，年终考核前收回登记表，考核结束后报人力资源科存档。