



This article is an excerpt of the book “**Financial, Administrative and Trade Management in China: A crash course for executives for a successful and compliant business operation**”, available e.g. on [Amazon Kindle](#), [Google Play](#) and [Apple Books](#).

9.5. Trainings

Depending on the type of employees that your company recruits, there might be a big gap between your requirements and what the staff actually is able to deliver. Internal trainings play a big role in training your staff and can be divided in:

- Basic Training
- Advanced Training

While basic training includes rules and regulations of your company in an onboarding process, it is not sufficient to stop there: With basic training you can try to eliminate deficits that are as a minimum required for a safe operation and should be made mandatory to protect your staff—and your company—from damages and litigation. At the same time, it can smoothen the onboarding process and bring new employees up to speed quicker.

Advanced trainings exist to increase the capability of your staff for more sophisticated topics and can help with you gaining a competitive advance.

Basic Trainings

Minimum basic trainings should include:

Safety trainings

Safety trainings should at least be held once a year, preferably more often, and should include general information on avoiding accidents on the premises and on the way to work, the operation of machinery and how to react in fires. Evacuation drills and practice with fire extinguishers are a common way to do this. Please ensure that the participants sign a form to document their participation and make sure that everyone understands that this training has top priority.

IT training

The IT systems in every company are different and for a smooth onboarding, a training of the relevant IT systems and how they should be used is suggested.

Data protection training

Data Protection training has not been a regular topic in the past, but with increased regulation regarding data protection, cybersecurity and the expected stronger enforcement in that area make data protection trainings also a high priority.

Compliance training

Compliance is a topic that should be taken seriously, despite what you might have heard in the past. Every employee should know their duty in that area and how to prevent any cases that even might give the impression of not following compliance standards.

Technical training

Especially for operators of machinery in production of a factory, a technical training has to be given to ensure that they can use the full capacity. The new employees should understand the process in general, the single steps that they have to undertake and how to operate the machinery safely without breaking the products that are being produced.

Advanced Training

While the basic trainings are either mandatory by law or can be seen as a minimum requirement to operate in your company safely and efficiently, advanced trainings are more about these topics:

General skills

General skills are defined as skills that are not necessarily directly related to the job but can support in personal growth of the employees. They often bring a transfer benefit towards the job, but the direct influence can hardly be measured.

An example would be communication training.

Management training

The management in Chinese companies is often young and their education not necessarily included management training, e.g. regarding management styles or certain management tools that can be helpful in a leadership position.

An example would be project management.

Job-related skills

Job-related skills have a direct relation to the tasks the employees are doing and are often department-related.

Examples would be marketing trainings.