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OBJECTIVE目的:

- To prepare graduates or internal candidates for key supervisory and management positions in our hotels through structured training and development programs.
通过系统的培训及发展计划准备际酒店关键监督和管理职位的毕业生或内部候选人。
- To gain a positive reputation as a preferred choice for hotel school graduates.
获得酒店管理学校毕业生最佳选择的良好声誉。

APPLICATION应用:

- Our hotels accommodates four different types of trainees:
际酒店可适应四种不同类型的培训生：
 - 1.Management Trainee管理培训生
 - 2.Departmental Management Trainee部门管理培训生
 - 3.Internship实习生
 4. Local trainee (meaning on work experience, or placed via local business contacts)
本地培训生（意味着工作经验，或通过当地业务联系人安置）
- Great care must be taken in selecting a management trainee, school graduates are not considered to have sufficient experience, no matter how well connected the applicant may be.
选择管理培训生时必须格外慎重，无论申请人条件有多么好，学校的毕业生均不得视为有足够的经验可以做管理培训生。
- The Director of Human Resources must first approve any management trainee and departmental management trainee appointments.
人力资源总监必须先批准管理培训生和部门管理培训生的任命。
- Local Trainees may be placed due to their connections in the local business community and as such are sometimes unavoidable. However, if the General Manager makes a commitment to such individuals the trainee must then be given the due care and attention he/she deserves and expects.
本地培训生由于和当地商界的联系而可能被安置，因此，有时安置本地培训生是不可避免的。但是，如果总经理对这些人做出了承诺，则必须对培训生给予关心，以及应受到的关怀和期待。
- The source of candidates for trainee positions (excluding local trainees) may be internal high flyers' already in a supervisory position, or college students.
培训生职位的候选人（不包括本地培训生）的来源可能是已经在管理职位上或者在酒店内有远大志向的人或大学生。
- Our hotels recognizes the following colleges/hotel schools:
店国际承认以下大学/酒店学校。

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- Lausanne, Cornell, Glion 洛桑/康奈尔大学/格里昂酒店管理学院
 - The Hague 荷兰海牙酒店管理学院
 - Maastricht 马斯特里赫特酒店管理学院
 - The Alpine Center Greece 希腊阿尔卑斯酒店管理学院
 - Birmingham and Manchester as well as any German Hotel school.
 - 伯明翰和曼彻斯特酒店管理学院以及任何德国酒店管理学院
- However, this list is not exclusive and graduates of other colleges may be considered provided they are first interviewed with the Director of Human Resources.
然而，这份学校清单不是唯一性的，其他院校的毕业生只要先经过人力资源总监的面试，也可以予以考虑。
 - Trainees should be exposed to as many sub-departments as possible within their specialized area, to the ensure they become confident and competent enough to assume the duties and responsibilities of a Key Personnel B or C category, on completion of the program
培训生应尽可能多地置身于专业领域的各分部门，以确保自己充满自信心，在完成计划后有足够能力承担的B或C类关键人员的义务和责任。


STATEMENT OF POLICY

政策声明

Note: the following policy points apply to Management Trainees and Departmental Management Trainees only.

注：以下政策适用于只管理培训生和部门的管理培训生。

1. Our company believes in developing high potential talent today for its management vacancies tomorrow.
际酒店认为，今天培养高潜质人才是为了填补明天的管理职位空缺
2. The number of Management Trainee/s that may be appointed in 5 stars and 4 stars hotel over 100 rooms is based on a grid which is set by Head office
超过100间客房的四星级酒店及五星级酒店，可以根据总部制来指定管理培训生的数量。
3. The profile and the benefits of a Trainee is established by the Head Office.
际酒店培训生的福利待遇由总部确定。
4. The salary of the Management Trainee(s) will be charged to the respective department in which they are placed.
管理培训生的薪酬将计入其所在的相应部门。
5. The trainee will report on a daily basis to the operational manager/department head of the department where he/she is training. However, overall responsibility for the trainee, the training

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program and his/her progress will be that of the Training Manager/ or Manager responsible for training in the hotel.

培训生每天要向其正在培训的部门的业务经理/部门主管汇报。但是，培训生、培训计划及其进步的全面负责属于培训部经理或酒店负责培训的经理的责任。

6. The hotel will draw up a comprehensive training program covering the related department of specialization. This will be adhered to and reviewed monthly by the Training Manager.

酒店将制订相关专业化部门在内的全面培训计划，由培训部经理负责进行，并每月审查一次。

7. The trainee is to complete a report that depends on length of training and submit it to the manager responsible for training and the department head concerned. The trainee will subsequently meet with both of those managers for a review meeting.

管理培训生根据培训的长短为负责培训的经理及部门总监提交报告，培训生统一于两位负责人做培训回顾。

8. The manager, to whom the trainee reported in the previous quarter, is also required to complete a quarterly evaluation. This is to be sent directly to the Training Manager/Manager responsible for training, who will give feedback as necessary.

上一季度到经理那儿报到的培训生，也需要完成季度评估。季度评估报告直接送交给培训部经理/负责培训的经理，然后再根据需要给出回馈信息。

9. The trainee is to complete two major project assignments per year for the hotel. The subject will be determined by the General Manager/Training Manager, chosen on its merit as being good for the trainee's development, as well as having value to the hotel. A copy of the project is to be sent to the Director of Human Resources who will make time to meet personally with Management Trainees on field visits.

培训生每年要完成酒店分派的两个大型项目。其主题由总经理/培训部经理确定，选择时要考虑到其有利于培训生发展的优点，以及对酒店很有价值。项目的副本要送交给人力资源总监，人力资源总监将腾出时间在实地考察时亲自与管理培训师会晤。