OBJECTIVE目的：

To recognize and motivate the efforts and contributions in training and development of our departmental trainers by presenting two Trainers of the Quarter for each quarter and one Trainer of the Year for each year.
通过评选最佳季度培训员和年度最佳培训员来任何和鼓励培训员在对员工培训和发展中所做努力。

APPLICATION应用：

Trainer of the Quarter
季度最佳培训员

1. **Criteria 评选标准**

   * Has successfully completed Train The Trainer Course
     已经获得培训员培训证书。
   * Department training hours in the 3 months are 4 hours at least per pax per month. The total training hours of the nominated trainer of the quarter are 9 hours at least.
     该季度的三个月本部门/分部门的员工每人每月接受不少于4小时的培训；培训员该季度培训小时数不少于9小时。
   * Overall rating of the departmental program initiated by the nominated trainer is positive, i.e. Excellent and Good rating in post training evaluation should at least achieve 80% in average or be one of the best among all the trainers in the quarter.
     员工对该培训员所举办培训的总体评价为良好，即课程评估"非常好"和"好"的比率平均达到80%，或者是当季评价最好的培训员之一；
   * Feedback from concerned Division/Department Heads &Training Manager on the nominated trainer.
     相关部门经理级培训部经理对该培训员的评价是良好。

2. **Selection Process 评选程序**

   * Training Manager proposes candidates who meet the above criteria.
     培训部经理推荐达到上述标准的候选人名单。
   * Department Heads select two Trainers of the Quarter based on a team decision.
     部门总经集体讨论并评选两名当季的最佳培训员。

3. **Award 奖励**

   * A certificate issue by General Manager.
     总经理签发证书；
   * Photo of the trainer with a brief introduction will be put on notice board.
     在员工布告栏上张贴该培训员的照片；
   * Hotel F&B Voucher-All day dining restaurant

酒店餐饮券-全天候餐厅

- The Trainer of the Quarter will be one of the candidates of the Trainer of the Year automatically.
  季度最佳培训员将自动成为年度最佳培训员的候选人。

Trainer of the Year
年度最佳培训员

1. Criteria 评选标准

- "Trainer of the Year" is selected from "Trainer of the Quarter" for the past one calendar year.
  "年度最佳培训员"从过去一年当选"季度最佳培训员"的员工中选拔；
- Departmental or section training hours are 4 hours at least per pax per month in the whole year, the nominated trainer's training hours are 36 hours at least of the whole year.
  该年度本部门/分部门的员工每人每月接受不少于4小时的培训，参选培训员当年培训小时数不少于36小时；
- "Guest Questioner" related to the department or section has improved in comparison with the previous year.
  本部门/分部门的"客人反馈"分数与去年同时期相比有明显的提高；
- Ensure every newly joined staff, newly promoted /transferred staff in the department or section receives adequate training based on New Employee Training Checklist.
  确保所有新入职、新提升、新调转员工在所属部门依照新员工培训检查表接受培训；
- The nominated trainer's PDR score is not lower than qualified standard.
  参选培训员该年度的绩效评估不低于合格标准。

2. Selection Process 评选程序

- Training Manager proposes candidates who meet the above criteria.
  培训部经理推荐达到上述标准的候选人名单。

- Department Heads select only one Trainers of the Year based on a team decision.
  部门总经集体讨论并评选一名年度的最佳培训员。

3. Award 奖励

- A certificate issue by General Manager.
  总经理签发证书；

- Photo of the trainer with a brief introduction will be put on notice board.
  在员工布告栏上张贴该培训员的照片；

- RMB 500.
  人民币伍佰元整；

STATEMENT OF POLICY
政策声明

1. Conduct departmental training effectiveness
   有效执行部门培训。

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