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OBJECTIVE目的：


- To ensure that training needs are identified, and systematically addressed.
为了确保培训需求被识别，并且系统的解决。
- To ensure that the budget is sufficient to achieve all planned training.
为了确保预算可以完成所有的培训计划
- To set training goals for the forthcoming year.
为下一年建立培训目标
- To provide a base document to follow-up on those goals.
为了跟进这些目标提供基础的文件。
- To provide a mechanism for ensuring the effectiveness of training.
为了提供技巧确保培训有效性。

APPLICATION应用：

1. Preparation of Annual Training Plans should commence in September / October each year.
年度培训计划应该在每一年的九月/十月开始准备。
2. The following factors should be taken into consideration.
以下因素应该被考虑：
 - (i) Impact an effectiveness of current training programmes.
当前培训呢项目的影响效力。
 - (ii) Training and Development needs resulting from the property’s plans and goals programme.
培训发展需求的结果来源于酒店的计划及目标程序。
 - (iii) Training and Development needs arising from the Performance Evaluation process.
培训发展需求由业绩评估过程产生。
 - (iv) Training and Development needs resulting from the Training Needs Analysis.
培训发展需求的结果来自于培训需求分析。

An Annual Training Plan should normally consist of four sections:
年度培训计划通常由以下四个部分组成：

- (v) Management Development 管理发展
- (vi) Supervisory Development 督导发展
- (vii) Junior employee Development 中层员工发展

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(viii) General –e.g. Orientation; Fire Safety; Languages etc. 总体-例如. 入职培训，消防安全，语言。

3. In order to simplify follow-up and implementation, the Annual Training Plan should be broken down into 12 monthly plans.

为了方便跟进及实施，年度培训计划应该被划为12个月。

4. All Training Plans should include a measuring tool to ensure that the effectiveness of training is evaluated (if the training is not effective-i.e. does not result in improved performance –we should not waste our time and money on it.)

所有培训计划应该包含衡量工具来确保培训的有效性（如果培训没有起到有效的作用-例如，没有提高业绩-我们没有必要将时间及金钱浪费在这上面。）

Some of Measuring Tools are:一些衡量的工具

- Guest Questionnaire results 宾客意见调查结果
- Management Development Reviews 管理发展回顾
- Productivity Statistics 生产率统计
- Labor Turnover etc. 劳动流失

STATEMENT OF POLICY

政策声明

1. An Annual Training Plan is an outline of the property's training activities for the forthcoming calendar year.

年度培训计划是酒店下一日历年培训活动的概要。