

	RESOURCE LIBRARY – HUMAN RESOURCES Training Records	<i>CODE:</i> 04.02.008
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OBJECTIVE目的:

- To ensure that each employee attends all training organized by the hotel or department.
为了确保每一位员工参加酒店或部门组织的所有培训。
- To ensure that the training plan is sufficient to implant.
为了确保培训计划有效的实施。

APPLICATION应用:

1. Employee Training Records
员工培训记录

There must be a Training Record for each employee indicating all training which the employee has undergone; together with the date, duration of training ,name of trainer.

必须有培训记录表明员工已经参加所有培训;

记录中要有日期、持续的时间。培训课程的名称以及培训员的姓名。

2. Records may be maintained by the Training Department, which best fits the hotel’s organization.
记录可以留存在培训部，有效的适用于酒店的管理。

STATEMENT OF POLICY

政策声明

1. The training record should be effectiveness and truthful.
培训记录必须有效真实。
2. The training record should be submit the according to schedule.
培训记录应该按时提交。
3. Any department can check training records at any time at the training department.
任何部门可以随时在培训部门查询记录。