

## HR & Training Process Form

Hotel 酒店: \_\_\_\_\_

### Personal Particulars 个人资料

|                                     |  |                                |  |
|-------------------------------------|--|--------------------------------|--|
| Name of Employee<br>员工姓名            |  | Current Position<br>目前职位       |  |
| Name of Supervisor<br>主管姓名          |  | Position of Supervisor<br>主管职位 |  |
| Training Course Attended<br>参加的培训课程 |  |                                |  |
| Date of Training<br>培训日期            |  | Trainer<br>培训员                 |  |

### Pre-Training Assessment 培训前评估

#### Expectations of the Training 培训预计达到的期望

|    |
|----|
| 1. |
| 2. |
| 3. |

### Post Training Assessment 培训后评估

|  |       |       |
|--|-------|-------|
| Did the training meet the set expectations? 此次培训是否达到了期望? | YES 是 | NO 不是 |
| Comments 评论:   |       |       |
|  |       |       |

### The Training Course 培训课程

#### I learnt the following during the training. (PLEASE LIST SPECIFIC ITEMS)

在培训中我学到了以下知识 (请列出一些具体项目)

|    |
|----|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |

### Implementation Plan 行动计划

#### I will implement the following upon my return to the hotel. (PLEASE LIST SPECIFIC ITEMS)

返回酒店后我将实施以下行动计划。(请列出具体项目)

|  | Items 项目 | Action By Date 行动日期 |
|--|----------|---------------------|
| <b>Recommended Course of Action</b><br>推荐课程的行动计划 | 1.       |                     |
|  | 2.       |                     |
|  | 3.       |                     |
|  | 4.       |                     |
|  | 5.       |                     |
|  |          |                     |

### Signatures 签字

|                      |                        |
|----------------------|------------------------|
| _____<br>Employee 员工 | _____<br>Supervisor 主管 |
| _____<br>Date 日期     | _____<br>Date 日期       |