

## HR & Training Process Form

Hotel 酒店 : \_\_\_\_\_

<b>Personal Particulars 个人资料</b>			
Name of Employee 员工姓名		Current Position 目前职位	
Name of Supervisor 主管姓名		Position of Supervisor 主管职位	
Training Course Attended 参加的培训课程			
Date of Training 培训日期		Trainer 培训员	
<b>Pre-Training Assessment 培训前评估</b>			
<b>Expectations of the Training 培训预计达到的期望</b>			
1.			
2.			
3.			
<b>Post Training Assessment 培训后评估</b>			
Did the training meet the set expectations? 此次培训是否达到了期望?		YES 是	NO 不是
<b>Comments 评论:</b>			
<b>The Training Course 培训课程</b>			
<b>I learnt the following during the training. (PLEASE LIST SPECIFIC ITEMS)</b>			
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.			
<b>Implementation Plan 行动计划</b>			
<b>I will implement the following upon my return to the hotel. (PLEASE LIST SPECIFIC ITEMS)</b>			
返回酒店后我将实施以下行动计划. (请列出具体项目)			
<b>Recommended Course of Action</b> 推荐课程的行动计划	<b>Items 项目</b>	<b>Action By Date 行动日期</b>	
	1.		
	2.		
	3.		
	4.		
	5.		
<b>Signatures 签字</b>			
Employee 员工	Date 日期	Supervisor 主管	Date 日期