Vietnam Jobs Expertini®

Training Manager (only local)

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Company: Six Senses Ninh Van Bay

Location: Vietnam

Category: other-general

Scope of Work

: As Training Manager, I fully comprehend the vision of Six Senses to help people reconnect with themselves, others and the world around them, plus our values of local sensitivity and global sensibility, crafted experiences, emotional hospitality, responsible and caring, fun and quirky and pioneering wellness. By embracing the Six Senses vision and values, I will deliver an exceptional experience for guests and develop hosts to be the very best they can be.

I will fully embrace, implement, safeguard and internally market the overall Wellness & Sustainability philosophy, concepts and programs. All aspects of these initiatives will be adopted and promoted throughout the human resources and training functions.

In this role, I will lead our training and development strategy, manage its implementation and measure its impact. I will ensure strategic alignment of the training department with business goals. I will evaluate individual organization performance to ensure training is meeting business needs and improving performance. I will develop and deliver training programs that meet business needs and optimize training processes for efficiency.

I will assume full responsibility for the efficient operation of the training department to provide exceptional products and services training within brand operating standards. My key role is to develop and design new training programs and/or evaluate, modify and improve existing programs based on the property's needs. I will identify training and development needs within the organization through job analysis, performance reviews and regular consultation with other managers.

I will manage the delivery of training and development programs using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops that is easily understandable and in a way that motivates them. I will plan, develop and organize training sessions and implement testing and evaluation procedures for in-house courses. I will develop and organize training manuals, multimedia visual aids, and other educational materials involved in the strategic planning, resource allocation and coordination of training delivery. And continually amend the training and development programs as necessary, to adapt to the changes that occur in the work environment. I will arrange training programs for trainees from local and overseas hotel schools and maintain/update all training records. I will provide updated information on relevant external courses for hosts. I will work with the Corporate Office to produce training and development programs that are satisfactory to all relevant parties such as line managers, accountants and senior managers.

I may be called at times to initiate or organize language classes for hosts to help develop their language comprehension and evaluate student grades. I will help schedule events, activities and team gatherings with the collaboration of my team and communicate any activities to hosts. By keeping abreast of industry with developments in technology and training by reading relevant journals, going to meetings and attending courses, I will continually focus on Talent Development for our property. Training and development practices will be constantly assessed to remain relevant and effective. I will conduct orientation sessions and arrange on-the-job training for new hires.

Interaction and communications between departments within the property are clear and effectively maintained to support the smooth running of the property. I will perform any additional duties given to me by the Director of Human Resources and/or the General Manager. Qualification: To execute the position of Training Manager, I have the required qualifications, technical skills and experience in a similar role in luxury hotels with proven results. I possess a minimum of a Bachelor's degree in education or a related discipline and more than five years' experience in a similar training/operations role.

I am passionate about learning and excited about the prospect of leading by example and I have excellent leadership skills. I have a strong ability to communicate information and ideas using deductive reasoning and a fluency of ideas. My ability to think creatively provides guidance in developing, designing, or creating new applications, ideas, partnerships or systems.

In terms of talent development, I have an intuitive sense for motivating people, a passion for excellence and a knowledge for learning and development best practices. I am great at identifying the needs of others, developing training programs or classes, and teaching or instructing others.

My financial acumen positions me as a business savvy leader with demonstrated financial understanding and interpretation of reports plus cost control. I use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. **Accommodation Provided**: Yes **Benefit**: Only hiring local host 6 days off and one annual leave per month.

Accommodation and meals provided.

Insurance as the local law.

13 month salary.

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