

## Training & Development Manager

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Company: Six Senses Yao Noi

Location: Thailand

Category: other-general

### Scope of Work

: \* Confers with management to gain knowledge of work situation requiring training for employees to better understand changes in policies, procedures, regulations, and technologies.

\* Conduct training needs analysis and prepares a plan and budget to deliver required training that will impact on service improvements, quality assurance and personnel development.

\* Formulates training outline and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as on-to-one training, group instruction, lectures, demonstrations, conferences, meetings and workshop.

\* Manages Corporate online training requirements by continuously assigning sessions to be completed, following up on pending training and regularly updating all managers on deadlines for completion.

\* Selects or develops teaching aids, such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.

\* Completes all training requirements set out by authorities such as safety, hygiene, labour, skills development and skill certifications.

\* Delivers all required programmes such as, Mandatory Orientation, Soft skills development training and management development programmes.**Qualification** : \* A Bachelor's degree in Hospitality.

\* Certification in instructional design.

\* Three or more years of progressive training experience in a resort or hotel with minimum one year as Training Manager.

\* Excellent command of English and Thai languages - Spoken and Written

\* Strong communication, training and presentation skills.

\*\*\*DUE TO VISA REQUIREMENTS ONLY THAI NATIONALS NEED APPLY.\*\*\*

**Accommodation Provided : Yes**

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