

JOB DESCRIPTION	Main Responsibilities	Description	Relevan. ***	PM Form
		Delivers classes, events and various HR learning programs motivating on board employees with an empathetic, communicative, solid, open-minded and very adaptable approach	3	✓
		Trains onboard management on development topics (facilitating groups, tutoring processes, collecting feedbacks) according to the shared guidelines	3	
		Schedules and delivers on a regular basis language classes divided in levels, in order to create an available program for all students, in compliance with Company procedures	3	✓
		Reports to the HR Director on training and development activities, in order to share targets and achieved goals	3	✓
		Keeps track of participants attendance to classes in order to fill in the modules and reports to be sent to the relevant contact persons, uploading the training data on Mistral System	2	✓
		Publicizes the Company courses on the Learning Management System, motivating people to participate and helping them in becoming independent with the Company platform	2	✓
		Properly uses the materials provided by the Company and periodically verifies and reports their conditions, in order to avoid any damage, following Company procedures	2	
		Participates to regular meetings with the Hotel Director, updating the participants on all ongoing activities and collecting feedback on development of the onboard personnel	2	
		Takes active part in a work environment that support a successful safety culture. Is a dynamic contributor in following safety policy and procedures	3	

*** Relevance: 1 Marginal; 2 Secondary; 3 Primary