

Learning & Development Supervisor

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Company: Hilton Hotels & Resorts

Location: Şişli

Category: other-general

Hilton Istanbul Bosphorus - Making Hotel History in Istanbul Since 1955

Hilton Istanbul Bosphorus holds a special place in history as the first Hilton hotel built outside the Americas. Since 1955, we've set the scene for some of the grandest moments, most exciting events, and biggest stars in modern Turkey. Learn how it all began before you make your own memories at Hilton Istanbul Bosphorus.

Historic Moments at Hilton Istanbul

Hilton Istanbul was the first modern hotel built in Europe after the Second World War.

Hilton Istanbul appears in the opening scene of 1963's *From Russia with Love*, starring Sean Connery as James Bond.

Istanbul's first discotheque, Cloud 9, opened at Hilton Istanbul in 1972.

Pilsen Pub, built in Hilton Istanbul in 1972, was the home of Istanbul's first happy hour.

Muhammad Ali was staying at Hilton Istanbul when he announced his retirement from boxing in 1976.

Hilton Istanbul has hosted royalty, politicians, and famous figures including Grace Kelly, Sophia Loren, and Louis Armstrong.

Hilton Istanbul Bosphorus has been also described as the university of tourism and filling the earth with the light and warmth of hospitality since 1955.

As Hilton Türkiye we have been awarded with the Great Place to Work Academy – Best

Place to Work award many times.

THE ROLE:

We are looking for the potential candidate for **Learning & Development Supervisor** position in our Legendary Hotel Hilton Istanbul Bosphorus.

BENEFITS

Competitive Salary

Health Insurance or Private Pension after 6 months of service

Carpark subscription on team member rate

Go Hilton: Team member rate while staying in Hilton Hotels both in & out of Turkey.

50% discount on personal food & beverage consumption in the hotels.

Social aid package

Free laundry and dry cleaning for business attire

Extended nursing hours of 1,5 hours until the baby reaches to 18 months (for new mother team members)

1 day paid leave on the first school day of the children (only 1st day of the 1st class) for female team members

Paid Paternity leave – 14 days

Unlimited Training and development opportunities in and out of the Hotel

Unlimited online courses opportunities from our own Hilton University

What will I be doing?

Analyses training needs of the hotel and prepares an annual training plan based on the business needs and the departmental training plans.

Follow up & Management conducting interviews with the trainees

Conducts trainees recruitment processes, filling in the necessary paperwork & filing.

Follows up on trainees contract dates, informs departments accordingly and ensures

necessary paperwork is filled.

Advises and assists management in achieving specific training and development objectives

Coordinates and monitors the hotel training plans.

Prepares and distributes the monthly training calendar and plan.

Reports to the Director of Human Resources and Country Learning & Development Manager on a monthly basis

Develops and conducts training programmes according to the hotels strategy to meet training needs of Team Members, Team Leaders and managers, within the established budget.

Revises and updates existing Hilton Training Programmes.

Organises a Welcome Day on a regular basis as well as the induction of new Team Members according to the standards.

Coordinates and evaluates internal and external training programmes.

Introduces outside materials, films, videos etc. for specific training needs and maintains the library of training material.

Participates in the selection and certifying of Department Trainers.

Supervises the Department Trainers.

Motivates and counsels the Department Trainers and ensures training manuals, motivation descriptions and checklists are up to date.

Actively maintains the Department Trainer force.

Organises monthly Department Trainer Meetings.

Assists in the coordination of trainee programmes (incl. Elevator, MDP, Finesse etc.).

Maintains accurate training records of all Team Members

Plans and follows-up cross exposures within and outside the hotel.

Assists in the organisation of social activities.

Establishes and maintains effective Team Member relations

Assists in regional training activities as required.

Keeps up to date with trends on the market.

Participates in the yearly regional Training Managers meetings.

Follows up on recognition dates, venues and content, and takes the lead for communication with the departments.

Management and control of all personnel related trainings (Thrive – Development – Self-improvement etc) , games and organisations.

Follows up on employee & trainee activities, and presents new ideas to HRD & Learning & Development Manager .

What are we looking for?

Since being founded in 1919, Hilton has been a leader in the hospitality industry. Today, Hilton remains a beacon of innovation, quality, and success. This continued leadership is the result of our Team Members staying true to our Vision, Mission, and Values. Specifically, we look for demonstration of these values:

Hospitality - We're passionate about delivering exceptional guest experiences.

Integrity - We do the right thing, all the time.

Leadership - We're leaders in our industry and in our communities.

Teamwork - We're team players in everything we do.

Ownership - We're the owners of our actions and decisions.

Now - We operate with a sense of urgency and discipline

If your values match ours, we are also looking for your ability to;

Adapt quickly to different situations;

Exude bags of energy and enthusiasm in working as part of a team.

Strong problem solving skills, including ability to effectively address any issue in

collaboration with others as appropriate

Strong communication and negotiation skills (all levels of management and external customers)

Work Location : Hilton Istanbul Bosphorus

EOE/AA/Disabled/Veterans

Schedule

:Full-timeBrand:Hilton Hotels & Resorts

Job

:Human Resources

MEANINGFUL BENEFITS FOR YOUR CAREER & WELL-BEING

We support the well-being and performance of Team Members with industry-leading rewards, recognition and support to meet their needs and dreams: Best-in-Class PTO

Go Hilton Travel Discount Program

Hotel rates as low as \$40/night! Health & Welfare Benefit Plans Debt-Free Education

Retirement Savings Program Employee Stock Purchase Plan Mental Wellness Support

Flexible Schedules Access to your pay when you need it

through DailyPay

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