

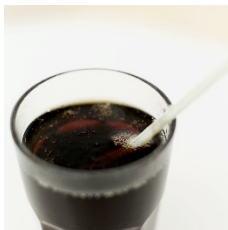







# Departmental Training (Department) (Month, Year)



**INNARCHIVE**  
Hospitality Library

Created by: (HOD), (Departmental Trainers)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Date</b> <b>Location</b> Topic Participant group (Duration)	For example:	<b>4th May</b> <b>Daily Briefing</b> Polishing glasses and table ware AM shift & PM shift (15 mins)				
						
Pictures can be added – see the Clip Art file under Templates\Clip Art \Departmental						
						

P E O P L E M A N A G E M E N T

