


DEPARTMENTAL TRAINING PLAN
Engineering

Days	Training Topic	Date	Time	Duration	Targeted Employees	Methods		Trainer Name
Day 1	*Tour in all the Engineering areas *Briefing about the machinery in the department			2 Hours	Newcomer	Discussion	<input type="radio"/>	
Day 2	Safety & Security Procedures			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 3	How to respond to the guest needs in the rooms			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 4	How to deal with maintenance requests'			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 5	Know the location of Air Handling Units			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 6	How to use the BMS system			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 7	The Training Process in the department			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 8	Know the Ideal temperatures for fridges			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 9	The Satellite System			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 10	How to deal with other colleagues, and other departments			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 11	How to read the daily engineering report			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 12	How to act in case of Evacuation			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 13	Hand over from shift to shift			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 14	How to treat water in the swimming pool			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 15	* Newcomer's Feedback * Trainer Feedback			2 Hours	Newcomer	Theoretical	<input type="radio"/>	

Newcomer Name: _____

Departmental Trainer Name _____

HOD Name _____

Signature _____

Signature _____

Signature _____