


DEPARTMENTAL TRAINING PLAN
Housekeeping

Days	Training Topic	Date	Time	Duration	Targeted Employees	Methods		Trainer
Day 1	* Introducing other Colleagues * Discussing job Descriptions			2 Hours	Newcomer	Discussion	<input type="radio"/>	
Day 2	* Tour in the HK areas (Rooms, Public Areas)			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 3	Store Knowledge			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 4	Chemicals Names & Usage			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 5	Different Housekeeping Machine			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 6	Grooming & Appearance			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 7	Safety & Security Procedures			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 8	Lost & Found Policy			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 9	Key Control Procedures			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 10	Internal Regulation (Smoke breaks, meals)			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 11	Laundry Overall System			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 12	How to hand over from shift to shift			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 13	How to setup the bed			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 14	How to act in case of fire			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 15	* Newcomers' Feedback * Trainer's Feedback			2 Hours	Newcomer	Theoretical	<input type="radio"/>	

Newcomer Name:

Departmental Trainer Name _____

HOD Name _____

Signature

Signature _____

Signature _____