


**DEPARTMENTAL TRAINING PLAN**  
**Kitchen**

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 all the kitchen sections, and briefing about each one			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 3	Explanation about all the kitchen equipment and machinery			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 4	Company Standards in Gastronomy			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 5	Safety and Security Procedures			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 6	Briefing him about the training issues in the kitchen			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 7	Giving him some information about the butchery and the fridges temperatures			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 8	The steps of receiving items from the stores			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 9	Hygiene basics in the kitchen			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 10	Items storage in the fridges and dry stores			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 11	How to set up the buffet in the restaurant			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 12	Al carte menus and special promotions			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 13	How to act in case of fire			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 14	*How to deal with leftover items *How to prepare the sauces			2 Hours	Newcomer	Practical	<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** \_\_\_\_\_