


DEPARTMENTAL TRAINING PLAN
Security

Days	Training Topic	Date	Time	Duration	Targeted Employees	Methods		Trainer Name
Day 1	* Introducing other Colleagues * Discussing job Descriptions			2 Hours	Newcomer	Discussion	<input type="radio"/>	
Day 2	Briefing about each department member responsibilities			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 3	Tour in all the hotel departments / sections			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 4	Safety & Security Procedures			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 5	Key Control Procedures			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 6	* How to control CCTV cameras * Gate Pass Policy			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 7	Fire Alarm System Board			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 8	How to check the employee bodies when leaving			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 9	How to control the equipments, arrive or leaving the hotel			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 10	Grooming & Appearance			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 11	How to deal with other department			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 12	How to act in case of Evacuation			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 13	How to act in case of VIP guest			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 14	General training topic / key issues			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 _____