


DEPARTMENTAL TRAINING PLAN
Service

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	Tour in all F&B Outlets			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 3	Back of House Tour			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 4	Back of House Tour			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 5	* How to Clean Silver & Glass Wear * How to Store it			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 6	Our Service Systems in all F&B Outlets			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 7	Greeting Guest at the F&B Outlets			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 8	How To Setup Tables "B.Fast, Lunch, Dinner			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 9	How to Take a Guest Order			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 10	How to Serve Food or Beverage Order			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 11	Grooming & Appearance			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 12	Micros Systems			2 Hours	Newcomer	Practical	<input type="radio"/>	
Day 13	How to Deal with Kitchen & Stewarding			2 Hours	Newcomer	Theoretical	<input type="radio"/>	
Day 14	What We Should Do 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 _____