


DEPARTMENTAL TRAINING PLAN
Stewarding

| 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 | * Outlets Tour * Stores Knowledge | | | 2 Hours | Newcomer | Practical | <input type="radio"/> | |
| Day 3 | Dish Washer Machine System | | | 2 Hours | Newcomer | Practical | <input type="radio"/> | |
| Day 4 | General Safety Procedures | | | 2 Hours | Newcomer | Theoretical | <input type="radio"/> | |
| Day 5 | Chemicals Names & Usage | | | 2 Hours | Newcomer | Practical | <input type="radio"/> | |
| Day 6 | Buffet Setup | | | 2 Hours | Newcomer | Practical | <input type="radio"/> | |
| Day 7 | Breakage Control System | | | 2 Hours | Newcomer | Theoretical | <input type="radio"/> | |
| Day 8 | Cleaning & Polishing Shaving Dishes | | | 2 Hours | Newcomer | Practical | <input type="radio"/> | |
| Day 9 | Cleaning Silverware | | | 2 Hours | Newcomer | Practical | <input type="radio"/> | |
| Day 10 | How to clean ovens | | | 2 Hours | Newcomer | Practical | <input type="radio"/> | |
| Day 11 | How to clean Refrigerators | | | 2 Hours | Newcomer | Practical | <input type="radio"/> | |
| Day 12 | How to sanitize Equipments and store them | | | 2 Hours | Newcomer | Practical | <input type="radio"/> | |
| Day 13 | How to act in case of Evacuation | | | 2 Hours | Newcomer | Theoretical | <input type="radio"/> | |
| Day 14 | Grooming & Appearance | | | 2 Hours | Newcomer | Theoretical | <input type="radio"/> | |
| Day 15 | * Newcomers Feedback * Trainer Feedback | | | 2 Hours | Newcomer | Theoretical | <input type="radio"/> | |

Newcomer Name: _____

Departmental Trainer Name _____

HOD Name _____

Signature _____

Signature _____

Signature _____