

## FRONT OFFICE TRAINING AND SCHEDULING

### RESPONSIBILITIES

The overall training program for the front office area is generally done by the front office manager. This is not limited to that position, but whomever heads up this responsibility must work in concert with all areas of the hotel to best coordinate the training efforts and energies.

### PLANNING THE PROGRAM

Listed below is an overview of the training schedule. The designated manager coordinating the training schedule needs to consider these events when planning the final training schedule.

- Management Fidelity Training - 4 weeks prior to associate training
- Front Office Associate Training - begins 3 weeks prior to opening
- Associate PMS or Fidelity Training - coordinate schedule with the appropriate system representative within the 3 weeks of associate training
- Task Force Arrival - from 10 - 24 days prior to opening, depending on area

Also see the sample pre-opening schedule of important events in this manual.

### OTHER NOTES:

- A minimum of 5 days "classroom" training, 10 days computer training (depending on your hotel's system) and 4 days role play (split into shifts) are needed.
- If possible, have uniform fittings and hotel orientation prior to training week.
- Combine classes as much as possible and then have "breakouts" for individual jobs. Try to stay within a 8 hour day.
- Make every minute count. Time is precious!
- Be flexible. No matter how much you plan and organize, everything is subject to change during an opening.

Since each hotel and each situation is unique, there will, of course, be adaptations to the above format. However, the important point to make there is that a minimum of nineteen full days of training has been found necessary for the opening of the front office area in a new hotel, with computer and system-based training needs.

### THE FINAL TRAINING PROGRAM

A complete training program should have all of the materials listed on the following pages. The Reporting Times for Associates is helpful to have during the interviewing / hiring process so the hired associates can have an idea of what time commitments they will need to have.

# Front Office Training Manual

**F Rizvi**



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## **Table of Contents Front Office Training Manual**

1. Understanding the eBook Front Office Training Manual
  - The Rise of Digital Reading Front Office Training Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Front Office Training Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Front Office Training Manual
  - User-Friendly Interface

4. Exploring eBook Recommendations from Front Office Training Manual
  - Personalized Recommendations
  - Front Office Training Manual User Reviews and Ratings
  - Front Office Training Manual and Bestseller Lists
5. Accessing Front Office Training Manual Free and Paid eBooks
  - Front Office Training Manual Public Domain eBooks
  - Front Office Training Manual eBook Subscription Services
  - Front Office Training Manual Budget-Friendly Options
6. Navigating Front Office Training Manual eBook Formats
  - ePub, PDF, MOBI, and More
  - Front Office Training Manual Compatibility with Devices
  - Front Office Training Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Front Office Training Manual
  - Highlighting and Note-Taking Front Office Training Manual
  - Interactive Elements Front Office Training Manual
8. Staying Engaged with Front Office Training Manual
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Front Office Training Manual
9. Balancing eBooks and Physical Books Front Office Training Manual
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Front Office Training Manual
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Front Office Training Manual
  - Setting Reading Goals Front Office Training Manual
  - Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Front Office Training Manual
  - Fact-Checking eBook Content of Front Office Training Manual
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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