

The background of the entire slide is a photograph of a hotel lobby. A man in a white shirt and glasses is seen from the back, standing at a reception desk. A young child is standing in front of him. The wall behind them is made of large, grey stone tiles. To the right, there are some red flowers. The floor is covered with a red and white patterned carpet.

Hotelier Tanji

# Hotel Front Office Training Manual with 231 SOP

*Professional Front Office Management Guide  
for Hoteliers & Hospitality Students*

# Hotel Front Office Operations Training Manual

**G Thomas**



## **Hotel Front Office Operations Training Manual:**

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