

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 Fidelio Training - 4 weeks prior to associate training
- Front Office Associate Training - begins 3 weeks prior to opening
- Associate PMS or Fidelio 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.

Fidelio Front Office Training Manual

Sebastian Brünink



Fidelio Front Office Training Manual:

Fidelio Front Office Training Manual 1999 ,1999 *CTH - Front Office Operations* BPP Learning Media,2009-07-01 BPP Learning Media is proud to be the official publisher for CTH Our CTH Study Guides provide the perfect tailor made learning resource for the CTH examinations and are also a useful source of reference and information for those planning a career in the hospitality and tourism industries Hospitality ,1999 Hospitality Upgrade ,2006 Lodging ,1996 **Hoover's Handbook of Emerging Companies** Hoover's,2006-04 Hoover s Handbook of Emerging Companies provides companies information **Marketing Leadership in Hospitality** Robert C. Lewis,Richard E. Chambers,2000-02-18 Marketing is the strongest weapon in the hospitality world today The aim of this textbook is to help students and professionals make the necessary connection between their business and the consumer of that business **Hotels** ,2004-07 **HotelBusiness** ,1996 **EBOOK: Principles of Services Marketing** Adrian Palmer,2013-01-16 Now in its seventh edition Principles of Services Marketing has been revised and updated throughout to reflect the most recent developments in this fast moving and exciting sector With a stronger emphasis on emerging and global economies it s been restructured to give clearer focus on key issues of efficiency accessibility and customer experience This authoritative text develops an indispensable framework for understanding services their effective marketing and how this drives value creation Key Features Opening vignettes introduce a chapter s key themes with short examples that present topics in familiar everyday scenarios students can relate to Longer case studies feature well known companies and provide an opportunity to analyse real life scenarios and apply understanding In Practice vignettes drawn from services organizations from around the world and how services are delivered and experienced by customers Thinking Around the Subject boxes examine the operational challenges of putting theory in to practice Summary links to other chapters reinforce the main topics covered and how they fit within the wider context of services marketing to improve overall understanding of the subject Expanded coverage of key topics such as service dominant logic servicescapes and the use of social media explore the latest theory and practice Reflects the importance of marketing for public services and not for profit organizations Includes new chapters on service systems and the experiential aspects of service consumption

The book delves into Fidelio Front Office Training Manual. Fidelio Front Office Training Manual is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Fidelio Front Office Training Manual, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Fidelio Front Office Training Manual
 - Chapter 2: Essential Elements of Fidelio Front Office Training Manual
 - Chapter 3: Fidelio Front Office Training Manual in Everyday Life
 - Chapter 4: Fidelio Front Office Training Manual in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, the author will provide an overview of Fidelio Front Office Training Manual. This chapter will explore what Fidelio Front Office Training Manual is, why Fidelio Front Office Training Manual is vital, and how to effectively learn about Fidelio Front Office Training Manual.
3. In chapter 2, this book will delve into the foundational concepts of Fidelio Front Office Training Manual. The second chapter will elucidate the essential principles that need to be understood to grasp Fidelio Front Office Training Manual in its entirety.
4. In chapter 3, this book will examine the practical applications of Fidelio Front Office Training Manual in daily life. The third chapter will showcase real-world examples of how Fidelio Front Office Training Manual can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Fidelio Front Office Training Manual in specific contexts. The fourth chapter will explore how Fidelio Front Office Training Manual is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Fidelio Front Office Training Manual. The final chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Fidelio Front Office Training Manual.

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