

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.

Marriott Hotel Front Office Training Manual

Sudhir Andrews



Marriott Hotel Front Office Training Manual:

Hotel Front Office ,1982 Front Office Operation Chiranjib Kumar, Ph.d.,2016-07-03 Front Office is one of the major revenue producing department in the hotel Whether hotel is small or big it requires front office to run the business smoothly without any trouble Front office not only sells the rooms of the hotel but also sells other services offered by the hotels It is controlling centre of movement of guest inside the hotel Most of the hospitality and tourism business requires well managed front office to delegate the work in proper way The book is based on extensive research on front office operation in Hospitality and Tourism services It is prepared to meet with requirement of front office personnel in challenging scenario of hotel operation It covers almost all important aspects of Front office operation as per the demand of hotel industry It provides an opportunity to become true Front Office professionals The book contains simplicity in diversity and touches almost all the important points which are required to understand the concept of Front office operation and management that is reservation check in to check out and further leads to the advance stage that is Night Audit Revenue Reports PMS GDS Hotel Statistic Reports Room Forecasting yield management sales promotion resorts and cruise and other aspects It includes various procedures of front office starting from check in to check out and arrival to departure *Professional Management of Housekeeping Operations* Thomas J. A. Jones,2007-10-26 Now in its fifth edition Professional Management of Housekeeping Operations is the essential practical introduction to the field a complete course ranging from key principles of management to budgeting from staff scheduling to cleaning With expanded attention to leadership and training budgeting and cost control and the increasingly vital responsibility for environmentally safe cleaning the latest edition of this industry standard also includes new case studies that help readers grasp concepts in a real world setting Instructor s Manual Test Bank in both Word and Respondus formats Photographs from the text and PowerPoint Slides are available for download at www.wiley.com/college *Franchise Opportunities Handbook* ,1994 This is a directory of companies that grant franchises with detailed information for each listed franchise *ISCONTOUR 2018 Tourism Research Perspectives* Barbara Neuhofer,2018-04-26 The International Student Conference in Tourism Research ISCONTOUR offers students a unique platform to present their research and establish a mutual knowledge transfer forum for attendees from academia industry government and other organisations The annual conference which is jointly organized by the IMC University of Applied Sciences Krems and the Salzburg University of Applied Sciences takes place alternatively at the locations Salzburg and Krems The conference research chairs are Prof FH Mag Christian Maurer University of Applied Sciences Krems and Prof FH Dr Barbara Neuhofer Salzburg University of Applied Sciences The target audience include international bachelor master and PhD students graduates lecturers and professors from the field of tourism and leisure management as well as businesses and anyone interested in cutting edge research of the conference topic areas The conference topics include marketing and management tourism product development and sustainability information and communication technologies finance and

budgeting and human resource management **Hotel Front Office Training Manual** Dr. B.K. Chakravarti,2010-09-24

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Version PDF of this book from here <http://www.hospitalityschool.com/training-manuals-front-office/> Front Office or Front Desk of a hotel is the most important place It is treated as the nerve center or brain or mirror of the hotel The first hotel employees who come into contact with most guests when they arrive are members of the front office These people are mostly visible and assumed mostly knowledgeable about the hotel **Hotel Front Office Training Manual with 231 SOP** 1st edition comes out as a comprehensive collection of some must read hotel restaurant and motel front office management Standard Operating Procedures SOP and tutorials written by hospitality school com writing team All contents of this manual are the product of Years of Experience Suggestions and corrections Efforts have been made to make this manual as complete as possible This manual was made intended for you to serve as guide Your task is to familiarize with the contents of this manual and apply it on your daily duties at all times Bonus Training Materials Read 220 Free Hotel Restaurant Management Training Tutorials from Here <http://www.hospitalityschool.com/free-hotel-management-training/> **Hotel Front Office Training Manual** Chakravarti, **Master of Professional Studies and Bachelor of Science Résumés** Cornell University. School of Hotel Administration,1993 **Hotel Front Office Training Manual** S. Andrews,2001-09 **BNA's Americans with Disabilities Act Manual** ,2008 [Hotel Front Office Training Manual](#) A. K. Kienast,Michael T. Turner,1994 **Lodging** ,1998 **Hotel Front Office Training Manual** ,2011 *Restaurant Hospitality* ,1984 **Franchise Opportunities Handbook** LaVerne Ludden,1995-11 A complete guide for people who want to start their own franchise **Caterer & Hotelkeeper** ,1992-06 **Small Business Sourcebook** Yolanda A. Johnson,Sonya D. Hill,Julie A. Mitchell,1998
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