

## 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

**Xiaolong Qi**



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