

**Weekly training topic**

Department	Prefered time for training	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Food and Beverage								
Kitchen								
Housekeeping								
Front office								
Engineering								
Finance								
Security								
Sales and marketing								
Revenue								
Purchase and Stores								

**How to use this sheet ?**

Print this sheet and keep with you.

Send this to the department and check their preferred time for the training this week.

At the allotted time, visit the department.

Click to the video for the day and department, log in to your account and follow the instruction in the how to train sheet.

Record the attendance in the sheet.

File the attendance sheet and share observations with HOD and GM

Conduct remedial training if desired goals are not met