

How to train your team guide		
1	Click the link to the training video	1 minute
2	Log in to the site	
3	Introduce the topic to the learners	1 minute
4	Show the video	3-4 minutes
5	Explain any doubts or if need be translate in local language	2 minutes
6	Ask 1 or 2 open ended questions to reinforce learning.	5 minutes
	**** What did you learn from this video	
	**** What would have happened if we do not do this step	
	**** Why do you think it is necessary	
	**** How do we do this in our hotel	
	***** Is there a better way to do it	
7	Get consensus and reiterate how you will do the task in the hotel	2 minutes
8	If the topic has been shown previously, check if the task is being done as agreed previously	
9	Be patient	
	Total time	15 minutes

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