

TRAINING CALENDAR 2024

Period End / Month	31st	29th	31st	30th	31st	30th	31st	31st	30th	31st	30th	31st	
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Cross Department Training -	Book Time with the HOD of the dep you want to know more about	Book Time with the HOD of the dep you want to know more about	Book Time with the HOD of the dep you want to know more about	Book Time with the HOD of the dep you want to know more about	Book Time with the HOD of the dep you want to know more about	Book Time with the HOD of the dep you want to know more about	Book Time with the HOD of the dep you want to know more about	Book Time with the HOD of the dep you want to know more about	Book Time with the HOD of the dep you want to know more about	Book Time with the HOD of the dep you want to know more about			
Making Guests Smile - Relaunch and Review!													
IHG Skills Academy	Applicable for all staff to use as they sit fit and focus on what they want to with courses outside those normally offered by IHG - All staff recommended to use												
IHG My Learning - Selected online courses for certain team members	IHG One Rewards Program Overview	IHG Way of Clean - non HK staff	IHG Culture of Clean (Mgrs only)	True Hospitality	IHG Problem Handling V2	IHG General Fire Training							
	Welcome to IHG	IHG Way of Clean 5S - HK Staff	IHG One Rewards Program Overview	MGS Brand Orientation									
	Enrolments	Value of Loyalty		MBGS Brand Experience									
OTHER TRAINING & COMMENTS	<p align="center">Statutory Training - Hotel Fire & General H&S will be organised and scheduled in addition to this</p> <p align="center">Making Guests Smile training is for all team members</p> <p align="center">IHG My Learning course are mandatory to complete, all are online through my learning. More is available if you want to do it</p> <p align="center">Cross department training is actively encourage for all to participate in, book your slot with the appropriate HOD</p> <p align="center">HR will also be running 10 minute trainers covering a wide range of topics with departments through the year</p>												

No Planned Training

ANY TEAM MEMBER WANTING ANY OTHER TRAINING IS ACTIVELY ENCOURAGED TO SPEAK TO THEIR HOD AND SCHEDULE. IF ITS OUTSIDE THE HOTEL AND BENEFITS WE WILL FUND YOUR DEVELOPMENT!

THE HOTEL HAS A BUDGET TO SPEND ON TRAINING AND DEVELOPMENT AND ITS SOMETHING WE ALWAYS WANT TO DO, PLEASE MAKE SURE IT IS USED!!

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