



Training Program: Hotel management (4 Weeks)

Week One Hotel Management

Ser	Date	Time	Description	Remark
1	Sun	1000-1045 1100-1200 1200-1300 1300-1400 1414-1515 1530-1630	Welcome Briefing follow by complete documents Issue dress equipment and practice how to wear and use them. Lunch Break Introduction of Hotel Industry: Definition of hotel industry Hotel business administration front: <ul style="list-style-type: none">• International's hotel• Family Hotel• Management Contract	
2	Mon	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Principles in food hygiene and safety The use and function of food, what is food? Lunch break Principles of safe food preparation Food control Summary of the day	
3	Tue	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Health and Safety (H&S) Policy Hazards within workplace Lunch Break Who is responsible for H&S in workplace? Risk Assessment Work around the site and do Risk Assessment	1800-2000-Hotel Work Experience
4	Wed	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Team Management Benefits of an effective team management Lunch Break Getting the most of your team Understanding the culture Training for team	
5	Thus	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Introduction to Modern Hotel Kitchen Food and Beverage equipment Lunch Break Cooking Equipment Bar Area Equipment Layout Bar equipment checklist	1800-2000- Hotel Work Experience
6	Fri	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Start a business in Nepal, Types of business How to register a Business in Nepal Lunch Break Business ideas in Nepal with low investment Find your passion Make a full business Plan	
7	Sat		Weekend	

Week Two Hotel Management

Ser	Date	Time	Description	Remark
1	Sun	1000-1100 1115-1145 1145-1215 1215-1315 1315-1500 1414-1515 1530-1630	Knowledge about mis-en- seen and mis-en plush and safety rules Appropriate temperature of store for veg, raw meat, fish cooked food, dairy product etc... Looking at the materials used in cooking and write the name Lunch Break Learning to make in an experimental way like STOCK, SALAD, SOUP Practice plating and decorating Practical - kitchen hygiene	
2	Mon	1000-1215 1215-1315 1315-1515 1530-1700	<u>TRADITIONAL NEPALI FOOD PRODUCTION</u> Practice: kodoko dhindo, gundruk sadeko, & aloo tama Lunch Break Cooking practice: sisnu jhaneko, khasiko pakku, kalo daal jhaneko Traditional thakali khana	0700-0900 Hotel Work Experience
3	Tue	1000-1215 1215-1315 1315-1515 1530-1700	<u>TRADITIONAL NEPALI MEAL PRACTICE</u> Practice: Haas ko choila, Kasaudi rice, Local kukhura ko rush & Gundruk ko salad Lunch Break Practice Selroti , Chatamari, Yomari, Chatpate and many more Plating and Decorating meal.	
4	Wed	1000-1100 1115-1215 1215-1315 1315-1415 1430-1645	<u>NEPALI HOME STAY TRAINING</u> Knowledge about homestay and it's future in Nepal Practice how to greet guest when they arrive Lunch Break Practice what kind of food to cook for home stay guests Making: makai ko sato, bhatta makai vuteko, kodo ko roti, pita bread, pan cake etc...	
5	Thus	1000-1215 1215-1315 1315-1415 1430-1530 1545-1645	<u>PRACTICAL MULTI CUISINE DISHES</u> Momo, chowmein, chilly chicken, fish curry, & pork vindaloo Lunch Break Practice carving art for plating Practice Nepali khana: machha ko jhol with rice Kitchen hygiene	1800-2000- Hotel Work Experience
6	Fri	1000-1215 1215-1315 1315-1600 1600-1645	Practice on all food production Lunch Break Practical Exam Kitchen Hygiene	
7	Sat		Weekend	

Week Three Hotel Management (Barista)

Ser	Date	Time	Description	Remark
1	Sun	1000-1100 1100-1200 1200-1300 1300-1400 1414-1515 1530-1630	Intro to barista & coffee purpose and quality of barista Knowledge of coffee machine Lunch break History of coffee Main responsibility of barista Coffee tasting terms and steps	
2	Mon	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	How to make Espresso Espresso tasting & parts of espresso Lunch break Different between single portafilter & double portafilter How to make Espresso, ristretto and lungo Knowledge of shot & ounce	
3	Tue	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Six variable on brewing perfect shot espresso (grind, dose, tamp, water temperature, right time, right equipment) Four types of coffee beans knowledge (Arabica, Robusta, Iberica and Excelsa) Lunch Break Crop to cup /processing coffee Type of milk/ types of pitchers Art of steaming milk	0700-0900 Hotel Work Experience
4	Wed	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Knowledge of heating milk to correct (normal, extra heating and child) Roasting method and Roasting coffee temperature Lunch Break How to make different types of coffee grind Caffeine, its function, and decaffeination process Coffee tasting terms and steps	
5	Thus	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Prepare espresso base Hot\cold and blended coffee How to make Americano, Cappuccino, latte, affogato, con panna and macchiato Lunch Break How to make flavor coffee How to make honey latte, caramel latte, mocha madness and caffe mocha How to make whipped cream and how to use cream dispenser	1800-2000- Hotel Work Experience
6	Fri	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	How to make cold beverage and knowledge of (S T G V) How to make Ice coffee, ice latte, ice caramel macchiato ice mocha Lunch Break Prepare brew base coffee and prepare alternative brew coffee How to make blended beverage coffee double fun vanilla mocha, blended brownicccino blended mocha Check/ operate the machine, customer dealing and hygiene	
7	Sat		Weekend	

Week Four Hotel Management (F&B SERVICE)

Ser	Date	Time	Description	Remark
1	Sun	1000-1200 1200-1300 1300-1400 1414-1515 1530-1630	Types of Hotels and explanation of industry Lunch Break Who is guest? The value of guest Various departments of hotel Organization chart of F&B service department	
2	Mon	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Who is waiter and waitress and what is waiter and waitress kit? Qualifications of waiter and waitress Lunch Break Job responsibility of waiter and waitress About F&B outlet Types of menu service in F&B Outlet	
3	Tue	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Meal plan/room plan knowledge of Menu Lunch Break Types of service and practice service How to table set up, Tray handling, Napkin folding, cleaning of F&B equipment Knowledge on how to present menu	0700-0900 Hotel Work Experience
4	Wed	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Order taking/ how to write KOT & BOT (DOCKET) Service of water/ soft drink/beer/hard drinks/wines Lunch Break Service of food Cleaning of table Presenting a bill and fare well to guest	
5	Thus	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1645	Knowledge about bar/ types of bars Job responsibility of bartender Lunch Break Classification of beverage Knowledge about cocktails, mocktails and mixology (trick) Build/shake/stir/blend 4 ways to make a cocktails/mocktails	1800-2000- Hotel Work Experience
6	Fri	1000-1100 1115-1215 1215-1315 1315-1415 1430-1530 1545-1630 1630-1700	How to garnish cocktails/mocktails Pouring trick and juggling Lunch Break Knowledge of bartender equipment Bar inventory daily Bar stock/ salesman ship Skill Test	
7	Sat		Weekend	