

NEW EMPLOYEE INDUCTION TRAINING COURSE TEACHING GUIDE GUIDANCE FORM

New Employee Orientation Course			
course	training content	Lecturer	Teaching form
Company Overview	Company history		
	The company's philosophy, purpose, culture		
	The company's organizational structure, goals and vision		
	Introduction of each store and each department		
Industry basic knowledge	Management introduction		
	Definition and Development of Service Industry		
	Definition and development of foot massage industry		
Work Ethics and Attitude	Benefits of foot bath		
	The meaning of professional ethics		
	Code of Professional Ethics in the Service Industry		
professional awareness	16 professional attitudes		
	Guest Awareness--Guest First		
	Service Awareness--Quality Service		
	Quality awareness--details determine success or failure, 100-1=0		
	Institutional Consciousness -- Obedience Consciousness		
	Team awareness--department, post collaboration		
	Cost awareness--ownership awareness, saving, self-awareness		
	Integrity awareness--professional ethics		
	Marketing Awareness--All Staff Marketing		
etiquette and manners	Clean awareness - everyone is a cleaner		
	Definition and meaning of polite etiquette		
	Service quality and politeness		
	Reception Service Etiquette		
rules and regulations	body shape training		
	rules and regulations		
Fire Safety	Employee Handbook, Work Instructions		
	The Importance of Fire Safety		
	customer safety		
	Use of fire exits and fire extinguishers		

Induction Training Template

S Marginson



Induction Training Template:

Uncover the mysteries within is enigmatic creation, Discover the Intrigue in **Induction Training Template** . This downloadable ebook, shrouded in suspense, is available in a PDF format (*). Dive into a world of uncertainty and anticipation. Download now to unravel the secrets hidden within the pages.

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