

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 | | |
| Clean awareness - everyone is a cleaner | | | |
| etiquette and manners | Definition and meaning of polite etiquette | | |
| | Service quality and politeness | | |
| | Reception Service Etiquette | | |
| | body shape training | | |
| rules and regulations | rules and regulations | | |
| | Employee Handbook, Work Instructions | | |
| Fire Safety | The Importance of Fire Safety | | |
| | customer safety | | |
| | Use of fire exits and fire extinguishers | | |

Induction Training Template

M Lipman



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