

# ENGINEERING ONGOING TRAINING

The following training topics are critical to this department's success. The department manager and supervisors will conduct mandatory monthly training sessions which are required for all Engineering employees. These sessions will be held on the Thursday of the second pay period each month.

| Training Topic - 2x / Year  | Date                 | Completed            |
|---|----------------------|----------------------|
| Guest Experience<br>STAR Performance<br>Appearance: Carts, BOH, Personal    | <input type="text"/> | <input type="text"/> |
|   | <input type="text"/> | <input type="text"/> |
| Work Order Program  | <input type="text"/> | <input type="text"/> |
|   | <input type="text"/> | <input type="text"/> |
| Guest Room PM Program   | <input type="text"/> | <input type="text"/> |
|   | <input type="text"/> | <input type="text"/> |
| Major Equipment Maintenance   | <input type="text"/> | <input type="text"/> |
|   | <input type="text"/> | <input type="text"/> |
| Property Maintenance Schedule   | <input type="text"/> | <input type="text"/> |
|   | <input type="text"/> | <input type="text"/> |
| Work Place Safety<br>Entering the Guest room<br>Key Control for Engineering | <input type="text"/> | <input type="text"/> |
|   | <input type="text"/> | <input type="text"/> |

|   |   |   |
|---|---|---|
| <b>january</b><br><br>Guest Experience<br>STAR Performance<br>Appearance: Carts, BOH,<br>Personal | <b>february</b><br><br>Work Order Program               | <b>march</b><br><br>Guest Room PM Program   |
| <b>april</b><br><br>Major Equipment<br>Maintenance  | <b>may</b><br><br>Property Maintenance<br>Schedule      | <b>june</b><br><br>Work Place Safety<br>Entering the Guest room<br>Key Control for<br>Engineering     |
| <b>july</b><br><br>Guest Experience<br>STAR Performance<br>Appearance: Carts, BOH,<br>Personal    | <b>august</b><br><br>Work Order Program                 | <b>september</b><br><br>Guest Room PM Program   |
| <b>october</b><br><br>Major Equipment<br>Maintenance  | <b>november</b><br><br>Property Maintenance<br>Schedule | <b>december</b><br><br>Work Place Safety<br>Entering the Guest room<br>Key Control for<br>Engineering |