

HOSPITALITY TRAINING

Proposed Class Schedule

Week 1

Wednesday	First day	Introductions, Ice breakers, Forms, Housekeeping
Thursday	Lesson 1	Appearance/grooming/ Punctuality
Friday	Lesson 2& 3	Work Place Etiquette/ Boss Class/ Co – Worker

Week 2

Monday	Lesson 6	Listening
Tuesday	Lesson 7	Oral Communication
Wednesday	Lesson 8 & 11	Gossip/ Empathy
Thursday	Lesson 5 & 9	Bounties / Good Charter
Friday	Lesson 4	Team Building

Week 3

Monday	Lesson 10	Workplace Safety
Tuesday	Lesson 12	Customer Services
Wednesday	Lesson 13	Helpfulness/ Self Starting
Thursday	Visit	Fairfield
Friday	Lesson 14 &15	Teaching Others and Repetition

Week 4

Monday	Lesson 16	Flexibility
Tuesday	Visit	Fairfield
Wednesday	Lesson 20	Handling Stress and Bullying
Thursday	Visit	Fairfield
Friday	Visit	1/2 class Comfort Inn & 1/2 class Washington St.
Pub		

Week 5

Monday	Lesson 21	Reasonable Accommodations
Tuesday	Visit	Fairfield
Wednesday	Lesson 22	Worker's Right's / Self Advocating
Thursday	Visit	Knoxie's Grill
Friday	Visit	Comfort Inn & Washington St.Pub

HOSPITALITY TRAINING

Proposed Class Schedule

Week 6

Monday	No Class All Schools Closed	
Tuesday	Lesson 17	C.I.T Training (in class)
Wednesday	Visit	Denny's Visit
Thursday	Visit	Harrison
Friday	Lesson 18	Resume

Week 7

Monday	Lesson 19	Interview / Travel Training
Tuesday	Visit	1880 Bank/ Resume/ Interviewing
Wednesday	Visit	One Stop
Thursday	Visit	Hyatt
Friday	Lesson 35	Measurement of Skill Development/ Review

Week 8

Monday	Lesson 36	Review
Tuesday	Lesson 37	Evaluations
Wednesday	Lesson 38	Graduation

This schedule is subject to change (visits to community partners are planned based on availability of the businesses).