

Induction - Orientation Agenda - February 21-23, 2016

Day 1 - Saturday

Time			Agenda	Facilitator
10:00	-	10:10	Welcome	Vincent D'Souza/Zamir Abbasi
10:10	-	10:30	Staff Introduction/Agenda for next 3 days	Luz Mirafuentes
10:30	-	11:00	Refresher Review on Joining Orientation (Workbook)	Luz Mirafuentes
11:00	-	11:15	Getting to know each other /Coffee Tea /Break	
11:15	-	12:30	Brand Orientation/Core Values/Steps to Success/Human Rights	Luz Mirafuentes
12:30	-	13:00	HACCP Introduction/Handwashing	Luz Mirafuentes
13:00	-	14:00	Lunch Break	
14:00	-	19:00	Dubai City Tour / Evaluation	Luz Mirafuentes

Day 2 - Sunday

Time			Agenda	Facilitator
10:00	-	10:30	Recap of Day 1 (Group Activity)	Luz Mirafuentes
10:30	-	11:30	Front Office Presentation/IHG Rewards Club	Soumya Mukherjee/Moazzam Ali
11:30	-	11:45	Coffee/Tea Break	
11:45	-	13:15	Engineering Department/Fire Training/Green Engage/Practical Session	Mukhtar Hussain
13:15	-	14:00	Lunch Break	
14:00	-	14:30	Treasure Hunting Activity	Luz Mirafuentes
14:30	-	15:00	Sales/IHG Business Rewards Presentation	Rouxshin Vajifdar
15:00	-	16:00	Housekeeping / Intro to Heartbeat	Preeti Gupta
16:00	-	16:15	Coffee & Tea Break	
16:15	-	16:45	Marketing Presentation	Kezia Da Rocha
16:45	-	17:15	Show Around - Rooms only	Khaled Alam
17:15	-	18:00	Evaluation	Luz Mirafuentes

Day 3 - Monday

Time			Agenda	Facilitator
10:00	-	10:30	Recap (Assessment of Day 1 & Day 2)	Luz Mirafuentes
10:30	-	11:00	Intro to F & B Department	George Sarkis or Ramesh Padmanabhan
11:00	-	11:15	Coffee/Tea Break	
11:15	-	12:15	HR Policy & Procedure	Kim/Zamir/Caroline
12:15	-	13:00	Cross Cultural Orientation - Middle East	Zamir Abbasi
13:00	-	13:45	Lunch Break	
13:45	-	15:45	Stay Real	Moazzam Ali
15:45	-	16:15	Kid's Menu	Ramesh Padmanabhan
16:15	-	16:45	Security Awareness Video	Luz Mirafuentes
16:45	-	16:50	Evaluation	Luz Mirafuentes
16:50	-	17:00	Coffee/Tea Break	
17:00	-	17:10	Video Showing - HIAB Cultural Activities	Luz Mirafuentes
17:10	-	18:00	Video Showing/Distribution of Certificate/Coffee & Tea Break	Vincent D'Souza/Zamir Abbasi