

Induction - Orientation Agenda - October 24 to 26, 2015

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 Policy	Luz Mirafuentes
12:30	-	13:00	HACCP Introduction/Handwashing	Shilpa Karanam
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 Card Game)	Luz Mirafuentes
10:30	-	11:30	Front Office Presentation/IHG Rewards Club	Soumya Mukherjee
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 Presentation	Rouxshin Vajifdar
15:00	-	16:00	Housekeeping / Intro to Heartbeat	Preeti Gupta
16:00	-	16:15	Coffee & Tea Break	
16:15	-	16:45	Security Awareness / Video	Luz Mirafuentes
16:45	-	17:15	Show Around	Khaled Alam
17:15	-	18:00	Evaluation	Luz Mirafuentes

Day 3 - Monday

Time			Agenda	Facilitator
10:00	-	10:30	Recap of 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	Intro to IHG Dining Rewards/Kids Menu	Ramesh Padmanabhan
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	HR Admin. Policies & Procedure	Kim Geronimo
16:15	-	16:20	Evaluation	Luz Mirafuentes
16:20	-	16:35	Coffee/Tea Break	
16:35	-	16:45	Video Showing - HIAB Cultural Activities	Luz Mirafuentes
16:45	-	17:30	Video Showing/Distribution of Certificate/Coffee & Tea Break	Vincent D'Souza/Zamir Abbasi