

**WORKSHOPS for PROFESSIONAL DEVELOPMENT (WPD)**

### SCHEDULE OF FEES

ITCHI’s hospitality professional seminars and workshops emphasize the development of both personal and professional leadership traits needed to become a successful hospitality practitioner. Effective and exciting short training workshops focusing on employability traits deemed essential in helping you succeed, no matter what work experience, what level of education, what position or role a person may be in, there is always something to learn and strive for in the pursuit of one’s professional career.

**DURATION (20 hours for 4-5 days)**

**PROMO LESS**

**30 % until**

**Jan 2014**

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| NO | COURSE TITLE | HOURS | REGULAR FEES |  |
|  | PROFESSIONAL DEVELOPMENT WORKSHOPS |  |  |  |
| 1 | Personality and Attitude Development Seminar (PADS) | 20 hours | 4000.00 | 2800.00 |
| 2 | Service Excellence Training (SET) | 20 hours | 4000.00 | 2800.00 |
| 3 | Success through Communication (Grammar Review, Writing Resumes, Cover Letters and Interviewing Skills) | 20 hour | 4000.00 | 2800.00 |
| 4 | Effective Workplace Communication, Telephone Skills and Business Writing | 20 hours | 4000.00 | 2800.00 |
| 5 | Introduction to Travel Operations | 20 hours | 4000.00 | 2800.00 |
| 6 | Supervisory Skills Essentials |  |  |  |
| 7 | Train the Trainer | 20 hours | 4000.00 | 2800.00 |
|  | FRONT OFFICE SEMINARS |  |  |  |
| 8 | Front Desk Operations  | 20 hours | 3800.00 | 2660.00 |
| 9 | Hotel Reservation  | 20 hours | 3800.00 | 2660.00 |
| 10 | Concierge Services | 20 hours | 3800.00 | 2660.00 |
| 11 | Guest Service/ Guest Relations and Bell Services | 20 hours | 3800.00 | 2660.00 |
|  | HOUSEKEEPING SEMINARS |  |  |  |
| 12 | Guest Room Cleaning and Preparation | 20 hours | 3600.00 | 2520.00 |
| 13 | Hotel Public Area Cleaning | 20 hours | 3600.00 | 2520.00 |
| 14 | Hotel Valet Services | 20 hours | 3600.00 | 2520.00 |
|  | FOOD AND BEVERAGE SEMINARS |  |  |  |
| 15 | Restaurant Server (Busboy and Waiter) | 20 hours | 3800.00 | 2660.00 |
| 16 | Restaurant Hostess  | 20 hours | 3800.00 | 2660.00 |
| 17 | Banquet Services | 20 hours | 3800.00 | 2660.00 |
| 18 | Barista Services | 20 hours | 4000.00 | 2800.00 |
|  | BARTENDING SEMINARS |  |  |  |
| 19 | Bar Operations | 20 hours | 4000.00 | 2800.00 |
| 20 | Cocktail and Mocktail Mixing | 20 hours | 4000.00 | 2800.00 |
|  | SALES AND MARKETING SEMINARS |  |  |  |
| 21 | Hotel Marketing Techniques | 20 hours | 4000.00 | 2800.00 |
| 22 | Catering and Banquet Sales | 20 hours | 4000.00 | 2800.00 |
| 23 | Upselling Techniques for FO and FB  | 20 hours | 4000.00 | 2800.00 |
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