


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)

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	