CELEBRATING 60 AMAZING YEARS

AHMEDABAD MANAGEMENT ASSOCIATION®

Refresher Program for

Housekeeping Professionals

Friday, July 7, 2017 – 9.30 a.m. to 1.00 p.m.

Venue: Torrent-AMA Management Centre, Core-AMA Management House
ATIRA Campus, Dr. V.S. Marg, Ahmedabad 380 015

The concept of housekeeping is simplistic; but when one considers maintaining 'World Class' housekeeping standards on 24 X 7 X 365 basis in several rooms, offices, service areas and public areas the task becomes gigantic. Add to this the need to accommodate, constantly changing requirements and convenience of guests, visitors and staff members, it can get complicated.

Housekeeping – the quality of décor, the upkeep of the facilities, cleanliness, order and comfort attract the people and business volume and hence critical to any industry. Even small investments yield high returns.

Content :
- Current issues and challenges
- Organizing Housekeeping Department
- Control desk, Estimating service workload, Preparing Schedules, Staff deployment, Leave planning,
- Floor Linen/service room – Equipments, Requisitioning fresh linen and supplies, storage tips, records
- Process improvement
- 5 S – Co-opting others in better housekeeping

Faculty : **Mr. Suresh Pandit,** HRD-OD Productivity Specialist
Mr. Shakunt Apte, BVG India, Pune

Fee : Rs.700/- per participant Inclusive of Service Tax. Fee includes course fee, cost of material. The Cheque may please be drawn in the name of 'Ahmedabad Management Association'.

Refresher Program for Housekeeping Professionals **July 7, 2017**

Registration Form:
Please fill-in and return this form along with participation fee to :
Ahmedabad Management Association
Dr. Vikram Sarabhai Marg, ATIRA Campus, Ahmedabad 380 015.
Phone: 079-26308601-5 • Mobile: 9537407187, 7069940917 • Fax: 079-26305692
E-mail: ama@amaindia.org Website: www.amaindia.org
Android Mobile App: AMA-Ahmedabad amaIndia.org".

Name(s) Designation
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Organisation:
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Phone: Mobile:
E-mail: