



CENTER FOR
SKILL DEVELOPMENT
& ENTREPRENEURSHIP



TRAINING PROPOSAL

Training for Office Boys/Attendants

About us

With the vision to build a better world for living by bringing transformable changes in one's life through skill development, Gateway Education has started a CSDEn (Center for Skill Development and Entrepreneurship). CSDEn is located at Gateway Campus and is available to offer its expertise in the training of office attendants. The training will give them exposure to their formal office duties and scope of responsibilities. Our tried and true system is based on over 10 years of cumulative experience in this field.

Training Objective

While there has been an aesthetic enhancement of office space and globalization in the work culture, thus the offices are expecting much more services. Most offices have office boys (peons) who have been with the organization for decades. Although they are performing according to the best of their knowledge and skills, still there is some gap as they are not performing their duties in the way it should be. This gap seems very minor to us and we usually ignore it but those gaps create an unforgettable impression about us on the minds of visitors. There is a significant scope of improvement in their skill set. This gap between their actual performance and their actual potential can be reduced through our exclusively designed training module which is not better but best among its class.



Training Modules

Our training modules are meticulously planned by our trainers and hospitality experts and are designed in a manner geared towards the maximization of efficiency. The time is valuable, so our goal is to offer crash courses specially designed to their needs, those are time-saving and enable them to learn quickly. The trainer shall conduct training in accordance with the defined schedule at our facility/location.

Contact Study Hours : 16 hours. | **Timings :** 4 Hours on Saturdays

Total Number of Session : 04 | **Eligibility :** 8th Passed, Male/Female

Training sessions will be comprised of the following:

- Demonstrations,
- Drills,
- Theoretical Understanding,
- Practice and Monitoring.

As no training is completed without assessment thus after completion of the training there will be individual assessment.

The training will touch upon the following Subjects

Technical Training

- Formal Table setting
- Wiping of Glassware, Chinaware, and silverware.
- Water Service
- Tea/Coffee Service
- Service of Snacks
- Table clearance
- Basic Pantry Skills

Soft Skill

- Personal Grooming.
- Dressing Sense/Clothing
- General Etiquette
- Greeting Etiquette
- Body Language
- Overall a smart look

Our Happy Clients

we are happy to share a few references of some of our clients.

- Satyakiran Healthcare
- Rishihood University
- Bachpan Group (Chain of Play Schools)
- Nidaan Hospital
- Gateway Education

Training Fees

INR 5000 plus taxes

Fee includes Theoretical Training, Practical Session, Assessment, and Certification fee.

Powered by :

GATEWAY
EDUCATION

Contact:

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