

TRAINING MANUAL

**Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepared For:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTRODUCTION TO TRAINING**

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**ROUTINE TASKS OF TRAINING**

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**INDIVIDUAL RESPONSIBILITIES/ROLES**

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**PERSONAL APPEARANCES**

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**DRESS CODE**

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**CUSTOMER CARE SERVICES**

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**CASH PAYMENTS AND OTHERS**

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