Unit-4

Planning work of Housekeeping
Main point

- Briefing and Debriefing.
BRIEFING

- **BRIEFING**: Briefing conducted at the Beginning of the shift by the managers and supervisors.
- Sharing experiences & inviting ideas or practical solutions to tackle any particular common problem.
- Passing information related with VIPS Arrivals, task of the day..
DE-BRIEFING & GOING OFF DUTY

- **DEBRIEFING**: Briefing conducted at the end of the shift by the managers and supervisors.
- Discussing problems faced by any staff member
- Sharing experiences & inviting ideas or practical solutions to tackle any particular common problem.
- Hand over of any incomplete work to the staff on the next shift.
- Checking the next day’s duty roaster.
- Staff leave for the day.
Exercise

Q-1. What is briefing and de-briefing?
LINK

- WWW.YOUTUBE.COM

- Sudhir Andrew
THANK YOU