

# Unit-4

## Planning work of Housekeeping

# Main point

- Briefing and Debriefing.

# BRIEFING

- **BREIFING**: 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](http://WWW.YOUTUBE.COM)

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➤ THANK YOU