

# **Guidelines for making IRT Power Point Presentation**

- **Name & address of the Hotel.[Give details of the department] one department only**
- **Should be of 10 minutes duration.**
- **Duties and responsibilities performed along with procedures & formats to be presented**
- **To be with training schedule in the department, special observations mentioning kind of shift done.**
- **To express the student's experiences in the department.**



# Font and Details to be followed strictly in PPT Presentation

TEXT	FONT			DETAILS	
	SIZE/+ -	TYPE	BOLD	CAPS	ALIGNMENT
•Slide heading	48	Arial	Bold	All caps or caps and small	Centralized or Flush left
•Contents	36 to 28			Caps and small	Flush left
•Auto-shapes	26 to 20				Depends
•Footers	12		Normal		



# Required Field

**Name of the Hotel  
Department  
City of Training**



# For Instance - FRONT OFFICE

- **Introduction:**

- a) **History and growth of the hotel**

- b) **A brief description of the hotel you are training in**



- **Front Office PPT to include**
  - **Introduction**
  - **Area of the hotel**
  - **The number and type of rooms**
  - **Rack rates**
  - **Other services and facilities provided**
  - **Goals and strategies**



- **Front office organization and hierarchy of staff**
- **Procedures & functions performed at various shifts.**
- **Task performed in each section – skills required, developed & knowledge gained**
- **Situation handling / special observations.**
- **Suggestions for improvement**



# **Areas to be covered**

- 1. Reservation**
- 2. Reception**
- 3. Bell desk**
- 4. Cashier /Business Centre / Airport Rep**



THANK YOU

