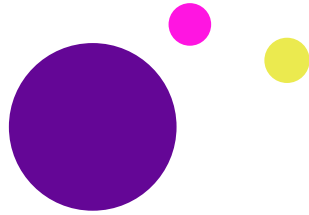




A Guide to **HOP** **TRAINEESHIPS**

Weekly guide through your traineeship

TRAINEESHIPS



A weekly guide through

HOP Traineeships

This guide explains the journey from starting the traineeship all the way to completing it successfully and starting an apprenticeship or a job.

This is an example of a typical journey most of our Trainees will take and it should give you a flavour of what is to come.

As part of the pre-onboarding activities you will receive a unique individual learning plan which will take into account your wants, needs and career plans.

It will have a lot of the elements from this journey, but also a lot of additional elements that are relevant to you.

Enjoy having a look into your future!



TRAINEESHIPS

HOP Traineeship Schedule

This is an example of a schedule for someone who wishes to join a Hospitality Orientation Programme Traineeship. It gives you a month in each department and ability to see which job you like the most.

WHEN	MODULE	HOW
MONTH 1	Preparing for work training	A blend of: <ul style="list-style-type: none"> 1-2-1 coaching Group-taught content Practical activities Roleplay Mentoring Shadowing Online modules
MONTH 2	Work placement in housekeeping or kitchen	
MONTH 3	Work placement in Food and Beverage	
MONTH 4	Work placement in reception	

MONTH 1: Work Preparation Training

TRAINEESHIPS

Week	Monday	Tuesday	Wednesday	Thursday
Week 1 - All about jobs And how to get them - Employability skills & behaviours	Interview skills & techniques	Cv, linkedin and personal brand	Self-awareness & workplace behaviours	Understanding your workplace and improving your own employability
Week 2 - Food! What to do with it, How to eat it, how To handle it!	Food! Glorious food! What is it? How nutritious is it? How do we serve it? How do we eat it?	Food safety - Part 1 What to do to keep yourself and others safe?	Food safety - Part 2 What to do to keep yourself and others safe?	Introduction to allergens
Week 3 - Customers, Guests, people you Work with - how to Communicate? How to Find out what they Need? How to make Them happy?	Customer service principles	Customers' needs And expectations	Behaviour and Interpersonal skills	Responding to problems or complaints
Week 4 - Tidy up week! Learning a bit about How to keep yourself And others safe in covid Times, but also Preparing for your Mock interviews and Start of the work Placement.	Clinical cleanliness Part 1 Keeping yourself and others Covid-safe	Clinical cleanliness Part 2	Preparation for the interviews Part 1	Preparation for the interviews Part 2
Friday	This is a day for you to spend reflecting on the previous week and completing your learning journal. It is a self-directed activity. Your learning journal should help your confidence to soar when you see all the things you have learnt and achieved the previous week.			

MONTH 2: Work-placement in Housekeeping/Kitchen

TRAINEESHIPS

Week	Focus	Umbrella Transferable Skills Support	Umbrella Coaching Session
Week 1	Understanding different roles in the department and what the department does	Skills Forward online Learning	Personal development - Confidence
Week 2	Learning how to do basic tasks with a buddy present	Skills Forward online Learning	Personal development - Self-esteem
Week 3	Completing basic tasks with a buddy present	Skills Forward online Learning	Personal development - Motivation for Work
Week 4	Independent completion of tasks with buddy checking work and providing feedback	Skills Forward online Learning	Personal development - Time management

Example Activity:

Create your own values and brand statement. What define you? What do you hold most important? What is your vision?

MONTH 3: Work Preparation in Food and Beverage

TRAINEESHIPS

Week	Focus	Umbrella Transferable Skills Support	Umbrella Coaching Session
Week 1	Understanding different roles in the department and what the department does	Skills Forward online Learning	Personal development - Using initiative
Week 2	Learning how to do basic tasks with a buddy present	Skills Forward online Learning	Personal development - Team working
Week 3	Completing basic tasks with a buddy present	Skills Forward online Learning	Personal development - Motivation for learning
Week 4	Independent completion of tasks with buddy checking work and providing feedback	Skills Forward online Learning	Personal development - Work ethic

MONTH 4: Work-placement in Reception/Front of House

TRAINEESHIPS

Week	Focus	Umbrella Transferable Skills Support	Umbrella Coaching Session
Week 1	Understanding different roles in the department and what the department does	Skills Forward online Learning	Personal development - Quality of work
Week 2	Learning how to do basic tasks with a buddy present	Skills Forward online Learning	Personal development - Using technology
Week 3	Completing basic tasks with a buddy present	Skills Forward online Learning	Personal development - Managing money
Week 4	Independent completion of tasks with buddy checking work and providing feedback	Skills Forward online Learning	Personal development - Applying for jobs