



## AHLA DVD 교재 LIST (영어)

| 번 호 | 품 명                                   | US\$ 단가                                         |
|-----|---------------------------------------|-------------------------------------------------|
| 1   | Food and Beverage                     | Bussing & Dishwashing                           |
| 2   |                                       | Enhanced Selling                                |
| 3   |                                       | Food Preparation & Kitchen Operations           |
| 4   |                                       | Food Safety & Sanitation                        |
| 5   |                                       | Hosting & Cashiering                            |
| 6   |                                       | Professional Table Service                      |
| 7   |                                       | Restaurant Server                               |
| 8   | Rooms Division<br>(Front Office)      | ADA : Breaking Down Barriers                    |
| 9   |                                       | Better Telephone Skills Now                     |
| 10  |                                       | Front Desk First Impressions                    |
| 11  |                                       | Workplace Safety & Security                     |
| 12  | Rooms Division<br>(Housekeeping)      | 10 Minute Trainer : Housekeeping                |
| 13  |                                       | Bed Bugs : Facts & Prevention                   |
| 14  |                                       | Housekeeping : Laundry Operations               |
| 15  |                                       | Housekeeping : Quality Guestroom Cleaning       |
| 16  |                                       | Housekeeping : The Deep Cleaning Process        |
| 17  |                                       | Stay Safe : Awareness Training for Housekeepers |
| 18  |                                       | World Trainer : Guestroom & Bathroom Cleaning   |
| 19  | Rooms Division<br>(Maintenance & Eng) | Guest Safety Tips                               |
| 20  |                                       | Lodging SafetyWorks                             |
| 21  |                                       | Lodging Security Officer Program                |
| 22  |                                       | Preventive Guestroom Maintenance                |
| 23  | Human Resources                       | Conducting Orientation and Training             |
| 24  |                                       | Effective Communication                         |
| 25  |                                       | Handling Problems and Conflict                  |
| 26  |                                       | Improving Employee Performance                  |
| 27  |                                       | Leadership                                      |
| 28  |                                       | Motivation and Team building                    |
| 29  |                                       | New Employee Orientation                        |
| 30  |                                       | Sexual Harassment : What Employees Need to Know |
| 31  |                                       | Sexual Harassment : What Managers Need to Know  |
| 32  |                                       | Staffing and Scheduling                         |
| 33  |                                       | Time Management                                 |
| 34  |                                       | You As a Supervisor                             |
| 35  | Spa                                   | A Comprehensive Introduction                    |

**\*\* All items are subject to 30% shipping & handling charge, 10% Custom tax and 10% Value added tax \*\***