



**Polo & Tweed**



**Raising The Bar in Training**

[www.poloandtweed.com](http://www.poloandtweed.com)

## *House Management – The Ultimate Skills*

### **Modules**

During the training, each student is given an overview of each module and then the trainer will adapt each module to the needs of the student(s). These modules can be picked according to tailored needs. The modules consist of the following:

### **House Management Modules:**

Private Home Hierarchy

Yacht Hierarchy

Staff Management & Communication

Problem Solving

Time Management

Teamwork

Body Language

Routines & Schedules

Interviewing New Staff

Creating an Employee's Handbook

Budgets

Inventory

Purchasing

Hiring and Firing

Household Security

Fire Awareness

Health and Safety Awareness

Shooting Etiquette

Dealing with Contractors / Out of House Staff

Arrival & Departure Etiquette

Party & Events: Organisation & Planning

Ambience

Etiquette

First Impressions

Finishing Touches

**Polo & Tweed**



# House Management – The Ultimate Skills



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### **Contact Us**

We are always delighted to discuss bespoke and tailor made packages to suit any client or student. You can email, call or pop in for a quintessential cup of tea. We are also able to send a consultant to your home, yacht, jet, restaurant, chalet, office, venue or hotel for a private consultation should you require.

**Call us:** +44 (0) 203 858 0233

**Email us:** [info@poloandtweed.com](mailto:info@poloandtweed.com)

**Visit us (by appointment only):** Green Park House, 15 Stratton Street, Mayfair, London, W1J 8LQ

