



**Polo & Tweed**



**Raising The Bar in Training**

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

## *House Management – The Ultimate Skills*

### **House Management Modules:**

House 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  
House Security  
Fire Awareness  
Health and Safety Awareness  
Dealing with Contractors / Out of House Staff  
Arrival & Departure Etiquette  
Party & Events: Organisation & Planning  
Shooting  
Ambience  
Etiquette  
First Impressions  
Finishing Touches

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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

