

A PRACTICAL GUIDE TO
GUEST HOUSE MANAGEMENT



Deseré Kofi

A Practical Guide To Guest House Management Extract

David Brody



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A Practical Guide to Guest House Management Deseré Koko, 2013-01-01 Guest houses attract both local and international tourists and aim at providing them with a taste of local food and hospitality. This creates job opportunities and revenue for local regions. As the successful managing and running of a guest house has its own set of challenges, the intention of this book is to provide a practical guide to assist both guest house owners and managers in managing their establishments effectively. The book is divided into seven themes: the law, management principles, financial management, marketing, accommodation, and front office management, planning the breakfast menu, and intercultural differences. *A Practical Guide to Guest House Management* Deseré Koko, 2013-04 Guest houses are an important contributor to the local economy of any region as they attract both local and international tourists with the aim of providing them with a taste of local food and hospitality. This creates much needed job opportunities and revenue for local regions. As the successful managing and running of a guest house has its own set of challenges, the intention of this book is to provide a practical guide to assist both guest house owners and managers in managing their establishments effectively. In order to provide a comprehensive view of guest house management, the book is divided into seven themes. *A Practical Guide to Lawyering Skills* Fiona Boyle, Deverall Capps, 2013-10-18 Lawyering skills are increasingly part of undergraduate law degrees as well as essential elements in the postgraduate vocational law courses, the LPC and the BVC. This fully updated third edition continues to bring together the theory and practice of these skills in an accessible and practical context. The authors draw on their vast experience of law in practice to develop the core skills taught on both undergraduate and postgraduate courses. Skills covered include written communication, mediation, information technology, opinion writing, drafting, advocacy, interviewing, negotiation, legal research. Each chapter uses diagrams, boxes, lists, and flow charts to further explain and develop each skill and ends with a further reading section. *A Practical Guide to Lawyering Skills* is essential reading for all undergraduate and vocational law students seeking to develop the necessary skills to work successfully with law in the twenty-first century. *The Practical Guide to Achieving Customer Satisfaction in Events and Hotels* Philip Berners, Adrian Martin, 2022-07-18 *The Practical Guide to Achieving Customer Satisfaction in Events and Hotels* is the fourth title in the Routledge Series *The Practical Guide to Events and Hotel Management* and presents expert-led insight of customer service best practice within events and hotels. Typical to the other titles in the series, this latest book is written in a logical format and contains practical tips drawn from real-life industry examples, case studies, industry leaders, and the authors' extensive backgrounds working in events and hotel management. Topics include definitions of customer service, an answer to that question: Is the customer always right? how to deal with complaints, how to empower staff to recover customer service, and how to turn new customers into loyal customers. This book is ideal for students of the management of events, hotels, hospitality, or tourism to be used as a practical resource alongside existing theoretical textbooks. It is also an essential tool for anybody working in the customer-facing industries.

Human Resource Management in the Hotel and Catering Industry M. J. Boella, 2017-06-26 This book first published in 1987 gives valuable insights into the characteristics of employment in the hotel and catering industry and useful guidance on personal techniques It deals with fundamental issues such as personnel policy as well as with practical techniques Human Resource Management in the Hotel and Catering Industry has been written as an introductory text to human resource management in the hospitality industry It is suitable reading for students line managers and personnel managers in the many different sectors of the business

A Practical Guide to Event Promotion Nigel Jackson, Katie Angliss, 2017-07-14 This Practical Guide to Event Promotion offers the reader a short and succinct overview of the range of marketing communication materials from print to social marketing that can be used to promote an event successfully to the correct target markets It includes invaluable advice on how to identify the type of communication tools most applicable to the type of event that is being promoted and its target market how to effectively use and implement these useful tips on things to avoid as well as suggested time frames to use before during and after the event Examples of best practice and insights from events marketers are integrated throughout Although full of practical information a strong theoretical base underpins the advice included on how event managers can apply communication and persuasion theory to key audiences This book will be a useful resource for Events Management students putting on an event as part of their course and for assessments and those wanting to convert general theory into practical skills they will use in the workplace

Housekeeping by Design David Brody, 2016-10-17 One of the great pleasures of staying in a hotel is spending time in a spotless neat and organized space that you don't have to clean That doesn't however mean the work disappears when we're not looking someone else is doing it With Housekeeping by Design David Brody introduces us to those people the housekeepers whose labor keeps the rooms clean and the guests happy Through unprecedented access to staff at several hotels Brody shows us just how much work goes on behind the scenes and how much management goes out of its way to make sure that labor stays hidden We see the incredible amount of hard physical work that is involved in cleaning and preparing a room how spaces furniture and other objects are designed to facilitate a smooth flow of hidden labor and crucially how that design could be improved for workers and management alike if front line staff were involved in the design process After reading this fascinating exposé of the ways hotels work or don't for housekeepers one thing is certain checking in will never be the same again

A Practical Guide to Stage Lighting Steven Louis Shelley, 2013-10-30 Combining theory and application A Practical Guide to Stage Lighting provides a comprehensive analysis of lighting systems along with examples and illustrations of the technical tools and methods used in the industry An entertaining and educational read author Steven Louis Shelley draws from his 35 years of diverse experience to explain how to get the job done along with real life examples of projects from start to finish Learn why some techniques are successful while others fail with Shelley's Notes and Shelley's Soapbox all with a humor that guides you through complex problems and concepts Highlights include Over 100 new topics including analysis and application of the

three categories of collaboration a detailed examination of production meetings and one on one meetings and meeting checklists with management and the creative team Over 50 new illustrations including Shelley s Periodic Table of Fundamental Lighting Systems groundplans sections and front elevations that illustrate basic system wash configurations for each direction of light Analysis calculation and step by step technical construction of each lighting system in the Hokey light plot Explanation of a manufacturer s cut sheet and how to apply basic formulas to determine the beam size footcandles and gel transmission for lighting instruments Updated process of pre programming computer lighting consoles prior to the load in Comprehensive overview of archiving paperwork and softcopy for a production Students and professionals will benefit from experience based tips and techniques to prepare and execute a lighting design along with learning how to avoid common traps

The Practical Guide to Understanding and Raising Hotel Profitability Adrian Martin,2019-09-05 The Practical Guide to Understanding and Raising Hotel Profitability offers a comprehensive easy to follow breakdown of how to understand profit and loss accounts for hotels It offers practical advice on how to maximise the profits of this customer facing business and improve performance results Chapters cover every aspect of the profit and loss account including marketing accommodation food and beverage sales quality budgeting event sales and all the corresponding costs involved It explains all the relevant KPIs and industry quirks within the profit and loss document as well as industry benchmarks to equip the reader with the skills to attend high level meetings complete finance based assignments and ultimately run their own business Valuable tips from leading professionals within the industry are included throughout giving advice on how to improve hotels financial results and positively influence net profit through everyday actions Packed full of practical case studies and written in an easy to read style this book is essential reading for hospitality students and current hospitality and hotel managers

Ward and Lock's illustrated guide to Switzerland [ed. by H.W. Dulcken?]. [2 issues]. Ward, Lock and co, Ltd,1897 **The Unofficial Guide to Walt Disney World 2024** Bob Sehlinger,Len Testa,2023-08-15 Save time and money with in depth reviews ratings and details from the trusted source for a successful Walt Disney World vacation How do some guests get on the big new attraction in less than 20 minutes while others wait for longer than 2 hours on the same day Why do some guests pay full price for their visit when others can save hundreds of dollars In a theme park every minute and every dollar count Your vacation is too important to be left to chance so put the best selling independent guide to Walt Disney World in your hands and take control of your trip The Unofficial Guide to Walt Disney World 2024 explains how Walt Disney World works and how to use that knowledge to stay ahead of the crowd Authors Bob Sehlinger and Len Testa know that you want your vacation to be anything but average so they employ an expert team of researchers to find the secrets the shortcuts and the bargains that are sure to make your vacation exceptional Find out what s available in every category ranked from best to worst and get detailed plans to make the most of your time at Walt Disney World Stay at a top rated hotel eat at the best restaurants and experience all the most popular attractions Keep in the know on the latest updates and changes at Walt

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South Africa Tony Pinchuck,Donald Reid,2002 South Africa is a country on the move with more and more travelers making their way to this fascinating land This Rough Guide covers all the major sights in South Africa from Table Mountain to the wildlife of Kruger National Park plus a few surprises in between 16 page color wildlife guide 60 maps plans

Lodging ,1990 *Hospitality Strategic Management* Cathy A. Enz,2009-04-07 Updated to include the current models theories and hospitality practices Hospitality Strategic Management Concept and Cases Second Edition is a comprehensive guide to strategic management in the international hospitality industry Author Cathy A Enz uses the case study approach to cover current topics such as innovation entrepreneurship leadership ethics and franchising Eight full case studies with exhibits and documents address the areas of lodging food service tourism e commerce gaming cruise lines and airlines making this book ideal for executive level training courses or hospitality industry executives interested in developing their strategic management skills **The Bordeaux Wine and Liquor Dealers' Guide** ,1858 **Hospitality Management**

and Organisational Behaviour Laurie J. Mullins,2001 An essential text for HND and first year Hospitality Management degree students which examines the relevance and applications of general management theory and principles to hospitality organisations Using contemporary material and case studies the book indicates ways in which performance may be improved through better use of human resources Rigorous academic theory is related to hospitality practice based on the author's great knowledge of the hospitality industry The text takes a vocational basis and the illustration of the theory with real life examples of hospitality management in action provides a solid and stimulating introduction to the subject Laurie Mullins trademark jargon free style is combined with and an attractive layout this to deliver a truly student friendly textbook Supplements OHP masters based on diagrams in the book provide a complete teaching package Readership An essential text for HND and first year Hospitality Management degree students **Hotel Design, Planning and Development** Richard H.

Penner, Lawrence Adams, Walter Rutes, 2013-05-07 Hotel Design Planning and Development presents the most significant hotels developed internationally in the last ten years so that you can be well informed of recent trends The book outlines essential planning and design considerations based on the latest data supported by technical information and illustrations including original plans so you can really study what works The authors provide analysis and theory to support each of the major trends they present highlighting how the designer s work fits into the industry s development as a whole Extensive case studies demonstrate how a successful new concept is developed Hotel Design Planning and Development gives you a thorough overview of this important and fast growing sector of the hospitality industry **Guide to the Channel Islands**

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