



Hospitality Site Management: Operations, Compliance and Safety Training Course

18 – 22 April 2027
Accra

Hospitality Site Management: Operations, Compliance and Safety Training Course

Ref: 1393_202878 **Date:** 18 – 22 April 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Hospitality Site Management: Operations, Compliance and Safety Training Course is a one-week foundation course for hotel supervisors, duty managers, facilities coordinators, operations team leaders, and new site managers who leave with a Hospitality Site Operations and Safety Control Pack. Participants connect hospitality site operations, hotel operations compliance, facilities coordination, contractor control, guest and staff safety, emergency readiness, and shift handover through practical site controls. Agile Leaders Training Center presents hospitality site management as coordinated daily operational control.

Who Should Attend

- Functions responsible for opening, closing, and daily site-control routines
- Teams coordinating facilities defects, maintenance priorities, and service continuity
- Functions controlling contractor access, work interfaces, and completion records
- Teams responsible for guest-area and employee safety controls
- Functions conducting inspections, escalating incidents, and closing corrective actions
- Leaders coordinating emergency roles and shift handovers

The course assumes participants already support hospitality operations or site supervision and leaves out specialist engineering design and advanced legal interpretation.

Departments and Industries

The course serves departments and industries that coordinate occupied sites, service delivery, facilities, contractors, and safety.

- Hotels, resorts, serviced apartments, and conference venues
- Restaurants, catering operations, and visitor-service facilities
- Facilities management and property operations departments
- Housekeeping, front office, security, and food-service functions
- Corporate hospitality, workplace services, and mixed-use properties
- Maintenance contractors and outsourced service providers

Learning Objectives

By the end of this course, participants will be able to:



- Apply opening, operating, and closing control routines
- Use defect, contractor, and compliance records
- Analyze guest and staff safety conditions
- Prioritize incidents and corrective actions
- Build emergency and shift-handover controls
- Evaluate site performance through inspections

Course Agenda

Day 1: Site Control Foundations

- Hospitality Site Responsibility Map
- Opening and Closing Control Checklist
- Guest Journey and Operating-Zone Map
- Daily Duty Manager Control Log
- Shift Handover Information Standard

Day 2: Facilities and Contractor Coordination

- Facilities Defect Classification Matrix
- Maintenance Priority and Escalation Method
- Contractor Entry and Work Interface Checklist
- Service Disruption Control Plan
- Contractor Completion and Area Release Record

Day 3: Compliance and Safety Controls

- Operational Requirement Register
- Guest and Staff Hazard Observation Card
- Food-Area Five Keys Control Review
- Site Inspection and Evidence Checklist
- Corrective Action Ownership Tracker

Day 4: Incidents and Emergency Readiness

- Incident Severity and Escalation Matrix
- Emergency Reporting and Communication Tree
- Evacuation Route and Accountability Map
- Visitor and Contractor Emergency Register
- Emergency Drill Review Method



Day 5: Hospitality Site Control Practice

- Exercise: Run an Opening Control Review
- Exercise: Prioritize Facilities and Contractor Issues
- Exercise: Inspect Guest and Staff Safety Conditions
- Exercise: Coordinate an Incident and Shift Handover
- Capstone Exercise: Hospitality Site Operations and Safety Control Pack

Practical Exercises

The course uses suggested activities based on hotels, restaurants, conference venues, and managed properties.

- Suggested activity: map site zones, responsibilities, opening checks, and handover information for an occupied hospitality property.
- Suggested activity: classify facilities defects and contractor interfaces, then assign priorities, owners, evidence, and release controls.
- Suggested activity: inspect guest and staff areas, record findings, and convert them into corrective actions with closure criteria.
- Suggested activity: assemble operating logs, emergency roles, inspection records, and handover controls into the capstone pack.

FAQs

Who suits hospitality site management training, and what does it assume?

Hospitality site management training suits supervisors and coordinators who already support daily operations, facilities, safety, contractors, or duty management and need a foundation control system.

How does hospitality site management differ from general hotel operations training?

Hospitality site management concentrates on site controls, facilities interfaces, inspections, compliance evidence, safety, incidents, emergencies, and handovers rather than broader commercial or guest-service management.

What should a hotel opening and closing checklist control?

A hotel opening and closing checklist should assign area checks, access controls, critical equipment status, unresolved defects, safety observations, service readiness, responsible persons, and handover evidence.

How should hospitality sites control contractors?

Hospitality sites should control authorization, access, work boundaries, operational interfaces, hazards, communication, completion evidence, area release, and unresolved actions.



What makes hospitality emergency readiness practical?

Hospitality emergency readiness is practical when reporting routes, evacuation roles, guest and visitor assistance, accountability, communications, service shutdown decisions, drills, and lessons are assigned and tested.

Conclusion

The course connects operating routines, facilities coordination, contractor control, inspections, incident escalation, emergency readiness, and shift handover. Participants take back a Hospitality Site Operations and Safety Control Pack that organizes decisions, records, responsibilities, and follow-up. The pack helps site teams maintain service continuity while controlling guest, staff, contractor, and facility risks.