Managing Restaurant Reservations and Seating Training Course

7 – 11 February 2027
Accra

AGILE LEADERS
Training Center

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Ref: 1600_217985 **Date:** 7 – 11 February 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Managing Restaurant Reservations and Seating Training Course is a one-week intermediate course for restaurant managers, reservation supervisors, hosts, maître d' staff, guest-relations teams, and dining-room coordinators who leave with a Reservation and Seating Operations Control Pack. Participants practice restaurant reservation management, table inventory planning, dining-room capacity planning, waitlist management, guest preference records, seating pace control, service handovers, and performance review. Agile Leaders Training Center develops practical restaurant reservations and seating capability.

Who Should Attend

- Teams responsible for reservation intake, confirmation, amendment, and cancellation
- Functions responsible for table inventory, floor plans, and seating decisions
- Teams responsible for walk-ins, waitlists, and guest arrival communication
- Functions responsible for guest preferences, accessibility needs, and service notes
- Leaders responsible for shift handovers, pacing, and reservation performance

The course assumes participants already coordinate restaurant reservations or dining-room arrivals, and it leaves restaurant marketing, culinary production, and general revenue management outside its scope.

Departments and Industries

The course supports reservation and seating operations across hospitality, leisure, healthcare, and corporate dining.

- Restaurants, hotels, resorts, and private clubs
- Food and beverage and front-of-house departments
- Leisure venues and visitor attractions
- Healthcare hospitality and institutional dining
- Corporate dining and conference facilities

Learning Objectives

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

- Apply reservation data and confirmation controls
- Use table inventory and capacity planning tools
- Build seating pace and waitlist controls
- Analyze guest preferences and accessibility requests
- Diagnose no-shows, delays, and service handover gaps
- Evaluate reservation and seating performance

Course Agenda

Day 1: Reservation Control Foundations

- Reservation Journey and Channel Map
- Booking Data Capture Checklist
- Confirmation and Amendment Control Log
- Cancellation and No-Show Classification Matrix
- Guest Communication Standard Work Sheet

Day 2: Table Inventory and Capacity

- Dining-Room Floor Plan Inventory
- Table Combination and Party-Size Matrix
- Shift Capacity Planning Sheet
- Turn-Time Assumption Record
- Availability Release Decision Rules

Day 3: Seating Pace and Waitlists

- Reservation Pacing Grid
- Arrival-to-Seating Workflow
- Walk-In and Waitlist Register
- Estimated Wait Communication Guide
- Table Assignment Decision Board

Day 4: Guest Needs and Shift Control

- Guest Preference and Visit Note Record
- Accessibility and Special Request Checklist
- Late Arrival and Hold-Time Decision Tree
- Pre-Shift Reservation Brief
- Reservation Performance Review Dashboard

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Day 5: Reservation and Seating Practice

- Booking Data and Confirmation Exercise
- Capacity and Table Allocation Exercise
- Waitlist and Seating Pace Simulation
- Service Disruption and Handover Exercise
- Reservation and Seating Operations Control Pack Capstone

Practical Exercises

The course uses suggested activities to turn reservation demand and dining-room capacity into controlled guest-flow decisions.

- Suggested activity: convert mixed booking requests into a confirmed reservation control log
- Suggested activity: allocate table inventory across party sizes and arrival periods
- Suggested activity: manage a changing waitlist while protecting later reservations
- Suggested activity: present a Reservation and Seating Operations Control Pack

FAQs

Who suits restaurant reservations and seating training, and what does it assume?

Restaurant managers, reservation supervisors, hosts, maître d' staff, guest-relations teams, and dining-room coordinators suit the training when they already handle bookings, arrivals, or table assignments.

How does restaurant reservations and seating training differ from general restaurant management training?

Restaurant reservations and seating training concentrates on booking controls, table inventory, capacity, pacing, waitlists, guest needs, handovers, and performance rather than the wider responsibilities of staffing, menus, purchasing, and financial control.

How should a restaurant manage reservation pacing?

Reservation pacing uses arrival periods, party sizes, table combinations, expected dining times, service capacity, and protected availability to prevent demand from concentrating beyond the dining room's operating capacity.

What information belongs in a restaurant seating plan?

A restaurant seating plan records table status, capacity, combinations, accessibility, reservations, walk-ins, expected release times, assignment decisions, and any operational restriction affecting guest placement.

Which measures support restaurant reservation performance review?

Useful measures include booking conversion, cancellations, no-shows, late arrivals, wait-to-seat time, table utilization, turn time, seating exceptions, and guest communication outcomes under consistent definitions.

Conclusion

Participants take back a Reservation and Seating Operations Control Pack. The work product connects booking channels, table inventory, guest needs, pacing, waitlists, handovers, and performance measures. It supports consistent decisions, clearer ownership, realistic guest communication, and coordinated dining-room flow across restaurant reservation and seating operations.