



Hospitality Graduate Programme





Hospitality Graduate Programme

G1 Group PLC is proud to announce that we have developed a '**Hospitality Graduate Programme**' for students who are at College studying Hospitality Management and who want to progress in Hospitality as their Career.

We have teamed up with the Metropolitan College in Glasgow and have taken on 6 students who have started in their first year of their HND and have placed them within 5 of our G1 Units on our 2 Year Programme.

Students will receive specific Training Sessions and Master Classes on:

- Coffee Training
- Cocktail Training
- Spirit & Drinks Product Knowledge
- Chef Training
- Extensive Training through our 'Open Doors Programme' including
- Bar, Cellar, Restaurant, Club, Reception, Outside Areas, Hotel and Cinema Training.

Students will also be set Quarterly Goals & Objectives in the form of Personal Development Plans by their General Managers and Mentors from their Unit.

These Personal Development Plans are designed so that the candidate puts into practice the Training they have learned when working 'on the floor' and to develop their skills and knowledge.

In the 2nd year of the Programme alongside receiving additional Training, students will work alongside their General Manager/ Events Manager and coordinate an Event for their Unit. This will include:

- Project Planning
- Marketing Proposals
- Working with Graphics, Marketing, Maintenance Departments at Central Office
- Working with External Companies
- Working out costings and Return on Investment
- Staff Training and Resource Planning

At the end of the 2 year Programme all successful Students will attend the G1 **Hospitality Graduate Programme's** Graduation Dinner and Awards Ceremony along with their General Managers and College Lecturers.

The Aim of this Programme is to develop all of the students on the Programme into a junior Management Role by the end of their 2 Year Programme within our Units.

Those students who successfully complete the 2 Year Programme will automatically be invited along to an Interview with the company Training Manager to enroll onto the G1 **Management Development Programme** – Elevator Level 1.

G1 Group Hospitality Graduate Programme – Year 1:

September – G1 Talk at College

October - Interviews by HR Manager & Training Manager

October – Introduce Candidates to Units & General Managers

November – Candidate Induction Training Session with Training Manager

November – Candidates start working in Units (approx. 20 hours per week)

November – General Manager's to provide feedback to HR/ Training Manager on Candidates progress.

December – HR & Training Manager to meet with all students for 1-to-1's to find out how they are getting on in their Units.

December – Candidate Induction Questionnaire Feedback

January – PDP Meeting:

HR & Training Manager to meet with all GM's/ Mentor's to discuss the requirements for the PDP and discuss progress of Candidates.

General Manager then to have a Candidate Meeting to establish a Personal Development Plan with Quarterly Goals/ Objectives to achieve and also nominate Mentor who will be working with candidate over the duration of the Programme.

HR & Training Manager to organise a half-day with Candidates to get them to present their Quarterly Goals & Objectives in-front of the other Candidates.

Students should start receiving Open Doors Staff Training in their Units.

February – Barista Master Class:

2 Master Classes held over the course of 1 day (for maximum 5 candidates) to learn about how to make Coffee to the Industry Standard.

Students should continue to receive Open doors Staff Training in their Units.

March – ‘Open Doors’ Training:

Should be trained up in at least 3 rooms within ‘Open Doors Programme’

April – PDP Meeting:

HR & Training Manager to meet with all GM’s/ Mentor’s to discuss the requirements for the PDP Review and discuss progress of Candidates.

General Manager/ Mentor to review Personal Development Plan and Quarterly Goals/ Objectives and plan next set of Goals for the next 12 week period.

HR & Training Manager to organise a half-day with Candidates to get them to present their Quarterly Goals & Objectives in-front of the other Candidates.

Candidates should be trained in 4 Open Doors Rooms.

May – Cocktail Master Class:

Master Class held over the course of 1 day (for a maximum of 5 candidates) to learn about the history of cocktails, how to make all the Classic Cocktails and how to make the popular Cocktails.

Candidates should be trained in 5 Open Doors Rooms.

June – Review PDP:

HR & Training Manager to meet with all GM’s/ Mentor’s to discuss the requirements for the PDP Review and discuss progress of Candidates.

General Manager/ Mentor to review Personal Development Plan with candidate before break from College. Should have completed 6 rooms within Open Doors!

HR & Training Manager to organise a half-day with Candidates to get them to present their Quarterly Goals & Objectives in-front of the other Candidates.

G1 Group Hospitality Graduate 2 Programme – Year 2:

Year 2:

October 2010 – Julie Cassidy & Colin Lamb to attend Catch-up Meeting with all candidates and look through previous completed Development Plans and complete SWOT Analysis.

October – Julie & Colin to propose new Units for the students to transfer to in order to further their skills and experience.

October – Introduce Candidates to Units & General Managers

November – Candidates start working in their new Units.

November – General Manager's to provide feedback on candidates progress.

December – HR & Training Manager to meet with all students for 1-to-1's to find out how they are getting on in their Units.

December - Candidates to complete Feedback Questionnaire to allow us to see how their transfer Induction has gone.

January - 'Braehead Foods' (Kitchen Experience):TBC

Julie/ Colin to take candidates down to 'Braehead Foods' in Ayrshire and spend the day with Chef's learning how to cook 'The basics'.

January – PDP Meeting:

HR & Training Manager to meet with all GM's/ Mentor's to discuss the requirements for the PDP Review and discuss progress of Candidates.

General Manager & Candidate Meeting to establish a Personal Development Plan with 6 Month Goals/ Objectives to achieve (that should coincide with their 6 month Project) and also nominate Mentor who will be working with candidate over the duration of the Programme.

HR & Training Manager to organise a half-day with Candidates to get them to present their Quarterly Goals & Objectives in-front of the other Candidates.
Students should be now trained on 7 Open Doors Rooms.

February – 6 Month Project

To organise an Event within their Unit working alongside General Manager/ Events Manager to help coordinate a small Event e.g. Fashion Show. This project should involve:

- Project Planning & Proposals
- Marketing Proposals & G1 Focus Group Participation
- Working with G1 Graphics Department
- Working with Training Department
- Working with External Companies/ Providers
- Working with G1 Maintenance Department
- Working out all Costs and ROI
- Staff Training & Resource Planning

Students should now be trained in 8 Open Doors Rooms.

March – Ongoing Training

Students should now be trained in 9 Open Doors Rooms. This may require for them to go to another Unit and learn Cinema Training etc.

This must be organised by General Manager & Training Manager.

Students should continue to work on their 6 month Project.

April – Ongoing Training

Students should be now Trained now on 10 Open Doors Rooms. This may require for them to go to another Unit and learn Cinema Training etc. This must be organised by General Manager & Training Manager.

Students should continue to work on their 6 month Project.

May – Ongoing Training

Students should be now Trained now on 10 Open Doors Rooms. This may require for them to go to another Unit and learn Cinema Training etc. This must be organised by General Manager & Training Manager.

Students should continue to work on their 6 month Project.

June – Review PDP:

HR & Training Manager to meet with all GM's/ Mentor's to discuss the requirements for the PDP Review and discuss progress of Candidates.

General Manager/ Mentor to review Personal Development Plan with candidate before break from College. Candidate should be in a Supervisory Role within G1 Group and apply for 'Elevator MDP'.

HR & Training Manager to organise a half-day with Candidates to get them to present their results of their Quarterly Goals & Objectives in-front of the other Candidates.

General Managers must provide '**End of Programme Appraisal**' and feedback from 6 Month Project.

Successful Candidates will attend the first **G1 Group Hospitality Graduate Programme Graduation** and Dinner with HR Manager, Training Manager and the Director of Operations.

Successful Candidates will be invited to an Interview to enrol onto G1 Elevator Management Development Programme and will be looked at to move into a Supervisory/ Trainee Management role.



Contact Information:

Colin Lamb

Training Manager

G1 Group PLC | Head Office | Virginia House, 62 Virginia Street,
Glasgow G1 1TX

colinlamb@g1group.co.uk

Mobile: 07979 190 020 Office: 0141 552 4494

Julie Cassidy

HR Manager

G1 Group PLC | Head Office | Virginia House, 62 Virginia Street,
Glasgow G1 1TX

juliecassidy@g1group.co.uk

Mobile: 07896 562 588 Office: 0141 552 4494

