



## SHORT COURSES

The Ecole Paul Dubrule offers professional short courses for professionals in the hotel and tourism industry. It is an opportunity to enhance one's technical knowledge base and skills set in various domains. Please find below the available courses and feel free to contact us at: [info@ecolepauldubrule.org](mailto:info@ecolepauldubrule.org)

### COOKING FOR MAIDS

- Have your maids trained in topics such as hygiene, western food, children dishes and table service

### HOSPITALITY & RECEPTION COMMUNICATION

- From reservation to check out, give your staff the skills to enhance the quality of your service

### WELCOMING - A KEY TO SUCCESS

- Prepare your staff to act professionally while in contact with your guests

### RECEPTION TECHNIQUES

- The basics of all reception techniques, ideal for small guesthouses

### PROFESSIONAL USE OF THE TELEPHONE

- Learn all aspects of telephone etiquette

### HYGIENE IN THE KITCHEN

- A fundamental course for anyone involved in guest services or food preparation in the tourism industry

### MANAGING SKILLS

- Team management, staff motivation, task distribution, communication & interpersonal skills for Managers

### ENGLISH for Hospitality

- English courses focused on the use of telephone etiquette, welcoming and guest relations

### FRENCH for Hospitality

- French courses focused on the use of telephone etiquette, welcoming and guest relations