

Abstract

Narai Hotel is located in Bangkok. We are an organization that provides accommodation service for potential customers, facilities such as modern stylish room, swimming pool, restaurants, health care, meeting rooms are included. The assigned task which the Training officer had to perform includes preparing basic information of training for new employees, making the training result and recording the information about internship in hotel. The responsibility of training department is preparing about training for in organization.

Author see the importance of this report “A Manual of Prepare Training” the report includes 5 parts terminology about Banquet Adjustment issued, step of Memo, Banquet Adjustment issued and the assessment result. This report is helpful new employees and trainees known about the step training preparation and issuance document correctly. Finally, they will work with effective.

Key words: Training/facilities/Basic information