

From: John Christensen <[REDACTED]>
To: Ana [REDACTED]
Cc: Lesley Groff <[REDACTED]>, Richard Kahn <[REDACTED]>
Subject: Training
Date: Thu, 22 Dec 2016 15:36:47 +0000

Hi Ana,

Happy Holidays, Hope you are well!

I have been doing staff training for JE in Palm Beach and New York and he has been happy with the training, so it was decided to continue on LSJ.

I will be there' for a week with Dwight Tjornhom who is a formally trained Butler and we will be going over the following:

Correct table serving, table setting and preparations for dinners with guests.

Arrival checklists for the entire island. A step by step list of things to check before JE/guest arrival.

Correct housekeeping methods. cleaning products used, how to correctly clean, bed making and deep cleaning methods

Building and systems maintenance manuals and procedures.

Vehicle maintenance checklists (boats, ATV's, golf carts, STT based cars)

Dwight and I will be staying on the Island in the Bungalows and training will be daily from 8-5 Mon-Fri

It would be a big help if you could send me a short email with the names and work schedules for the housekeepers so we can prepare a daily training schedule. We will of course try to disrupt your daily schedule as little as possible. A lot of the training will consist of observing the work being done and add corrections where needed.

If you can think of areas where you think your staff needs further training, it would also be helpful to know that before arrival so we can prepare for those areas of training.

Looking forward to seeing you again

Best

John

Sent from my iPhone