

SECTION 7: COMMUNICATION

7.1 CONTACT INFORMATION

There are various people that you will need to be able to contact for various reasons throughout your working time with Beales. You will have received an introduction to your Manager and work colleagues as part of your induction. Organisation charts are available to look at in the hotel; your HOD can make this available to you if required.

7.2 BEALES NEWS – NEWSLETTER

The company produces a monthly newsletter which is distributed to all the hotels, and is displayed on the hotel notice boards. This newsletter is a great source of Company information, which details financial information, development news, details on training planned as well as particular hotel or Company successes, and is also posted on-line at: www.bealeshotels.co.uk



7.3 COMMUNICATION MEETINGS

There are various ways of finding out what is going on in the Company as well as your specific hotel. These include Head of Department meetings, departmental meetings or briefing sessions, staff representative meetings, staff tea parties. Speak to your Head of department to find out information on exactly what you can attend at your hotel.

7.4 STAFF WEBSITE

Staff are urged to look at the Staff Section of the company website, where you will find a wealth of information relating to your employment.

Log into www.bealeshotels.co.uk and click onto the staff tab. You will be asked for a username and password. Please ask your manager for the latest username and password.

