

RECEPTION



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## Useful video collection in connection with working as a hotel receptionist

<http://jobsearch.about.com/od/list/fl/receptionist-skills.htm> (necessary skills for the job)

<https://www.youtube.com/watch?v=rHkrtbhXBDk> (necessary skills for the job)



<https://www.youtube.com/watch?v=iZydq-02mY8> (Receptionist Training Tutorial- Reporting)

[https://www.youtube.com/watch?v=B3pb8y-0Cos&list=RDMrHr8j\\_3Tao&index=5](https://www.youtube.com/watch?v=B3pb8y-0Cos&list=RDMrHr8j_3Tao&index=5) (Hotel Front Desk Check In Training)

[https://www.youtube.com/watch?v=KeZMe\\_UIAhc](https://www.youtube.com/watch?v=KeZMe_UIAhc) (Front office procedure)

<https://www.youtube.com/watch?v=kF4bLpiqD4c> (Handling check in)

<https://www.youtube.com/watch?v=vcKIDK3rYlg> ( Hotel check in with subtitle)

[https://www.youtube.com/watch?v=HIK9Ink\\_768](https://www.youtube.com/watch?v=HIK9Ink_768) ( At the hotel, if a guest just walk in)

<https://www.youtube.com/watch?v=8vBN6qSkhQU> (Receptionist Training )

<https://www.youtube.com/watch?v=FKbJsPPoAxw> (A day in the life of... reception and front desk staff)

<https://www.youtube.com/watch?v=Id1Rx3loXg8> (Hotel check out)

[https://www.youtube.com/watch?v=6\\_cDmwlBVkg](https://www.youtube.com/watch?v=6_cDmwlBVkg) (Handling Complaints-funny video)

