



# *The Waldorf=Astoria*

## 2010 Management Development Program

What does your future look like with The Waldorf=Astoria? Below are samplings of career paths in our Management Development Program. We are offering management development positions in Rooms Division, Sales, Food & Beverage and Property Operations. Your program will be designed and adjusted to meet your developmental needs, as well as meet the needs of the operation. It is important to remember that no two programs are alike and the plans listed below are only samples. Our programs are typically eighteen to twenty-seven months. The time period spent in any one of the positions may vary based on your performance.

### **ROOMS DIVISION MANAGEMENT DEVELOPMENT PLAN**

#### Sample Succession Plan #1 – **Front Office Track**

- ◆ Guest Service Coordinator/On-Q training
- ◆ Front Desk Manager Overnights
- ◆ Housekeeping Manager
- ◆ Guest Service Manager
- ◆ Assistant Director of Front Office Operations or Senior Front Desk Manager

#### Sample Succession Plan #2 – **Housekeeping Track**

- ◆ Guest Service Coordinator/On-Q training
- ◆ Housekeeping Floor Manager
- ◆ Front Desk Manager or Hotline Manager
- ◆ Housekeeping Hotel Services Manager
- ◆ Assistant Executive Housekeeper

### **FOOD & BEVERAGE MANAGEMENT DEVELOPMENT PLAN**

#### Sample Succession Plan #2 **Food & Beverage Track**

- ◆ Meetings and Banquet Operations Manager or Restaurant Manager
- ◆ Purchasing Manager or Stewarding Manager
- ◆ Beverage Manager
- ◆ Banquet Service Manager

## **SALES MANAGEMENT DEVELOPMENT**

### Sample Succession Plan #1- **Rooms Sales Track**

- ◆ Guest Service Coordinator/On-Q training
- ◆ Meetings and Banquet Operation Manager
- ◆ Revenue Management, then Group Service Management
- ◆ Conference Service Manager
- ◆ Conference Center Sales Manager

## **PROPERTY OPERATIONS MANAGEMENT DEVELOPMENT**

### Sample Succession Plan #1 **Property Operations Management Track**

- ◆ Property Operations Management Trainee

The sample Management Development Plan outlines only represents potential growth patterns. They are subject to change based on personal objectives and performance, and/or business needs. This document is not intended to be a strict guideline as to the positions you may hold during your development program. It is possible that the timeframes listed may be modified based on your performance or the needs of the organization. Neither this document nor any other communication, whether verbal or written, is intended to be an employment contract or an offer or guarantee of employment. All details provided regarding the Management Development Plan program are exclusive of The Waldorf=Astoria. EOE/AA