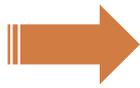


CHEI Guest Lecture Flyer



Typical Student Questions



Discipline Knowledge

- ② Hotel organizational chart: Roles and responsibilities of associates in each department. Job descriptions, especially for some positions they're not familiar with, such as butler.



Internship

- ② How can I apply for an internship?
- ② What qualifications are needed for an internship?
- ② What salary and benefits can an intern expect?
- ② What is the intern dormitory like?
- ② What is included in the training plan for interns?
- ② In which departments do interns typically work?
- ② What are the most important things we can learn from an internship that will benefit our future careers?
- ② Can we rotate jobs during our internship?
- ② What tips do you have for building good working relationships with co-workers during the internship?
- ② Can we stay in touch with associates after the internship?



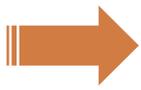
Future Career in Hospitality Industry

- ② What should I consider when choosing a department or brand for an entry-level job? International brand or local hotel?
- ② Which is more helpful for career development in the hospitality industry: to complete a master's degree right away or gain practical work experience first?
- ② Where do we go to apply for job openings at a hotel?
- ② How do I know if I am a good fit for the hospitality industry?
- ② What are the pros and cons of careers in the hospitality industry compared with other industries?
- ② How are shifts scheduled and how often do you work overtime in the hospitality industry?
- ② How long does it take to get promoted to supervisor or assistant manager? Are there opportunities for internal transfers?
- ② What does the future look like for hotel jobs? Is it promising?
- ② Many hotels are using robots to provide services. What skills or competencies can make me irreplaceable?



Skills and Qualifications

- ② How can I improve my English?
- ② What skills and qualifications are required when looking for a job in hospitality? How can I improve these skills while at school and be ready to be a professional?
- ② How do you achieve work-life balance?



FAQs for Lecture Trip



Should I prepare a bio?



Your bio will help the students be better prepared for your lecture. Please share it with us before we connect you with the school. We will email you a bio template.



Do I need to book my air/train/hotel?



CHEI will book your flights. For train and hotel, you can book on your own and get reimbursed after the lecture. Please refer to our expense guidelines.



What should I do after I receive the teacher's contact information?



Here is a checklist:

- Call the teacher.
- Discuss your ideas for lecture content with them.
- Ask them about their school's expectations for lecture topics.
- Ask what questions they anticipate their students will ask.
- Ask about available equipment, such as microphone, computer, software (especially if you have imbedded videos), clicker, etc.
- Send them your PPT ahead of time if they need it.
- Ask about in-city transportation and seek advice on the most convenient location for your accommodation.
- Reach out to CHEI team members if you need any assistance.



Where can I find helpful resources, guidelines, best practices, templates, etc.?



- Hotel scenario videos: <http://www.cheiorg.com/Jiaoxue/shipin/id/144.html>
- Case studies: <http://www.cheiorg.com/Jiaoxue/anliku.html>
- PPT template:
<http://www.cheiorg.com/Xiangmuy/index/id/73.html>
- We will host two **webinar training sessions by experienced guest speakers** in September and November. Please feel free to join either one before your trip. We'll email you the details.



What other tips do you have for travelling?



Search the weather online prior to your trip.

Wishing you a pleasant trip!
Thank you for joining us to inspire the next generation!