

18. Proper Management of Small Business Reservation Systems

Unit A/A	ANALYSIS OF THE CONTENT OF SECTIONS	DURATION (HOURS)
1	Create a reservation (check - in & check - out dates , people, ages)	1
2	Productivity Improvement <ul style="list-style-type: none"> • Using a calendar • Standard SOPs • Correspondence with client • Embodiment information • Automated process 	1
3	Channel Management <ul style="list-style-type: none"> • Download and Review Booking • Booking confirmation • Processing of personal data 	1
	TOTAL	3