*Subject* *Study guide “Hotels organization and customer attention”*

1. IDENTIFICATION

* **Subject name:** Hotels organization and customer attention
* **Code:** 103754
* **Degree:** Hospitality Management Degree
* **Academic course:** 2018-19
* **Subject type:** Optional
* **ECTS Credits (hours):** 6
* **Teaching period:** 1stsemester
* **Teaching language:** English
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2. PRESENTATION

Tourism is a service sector. Service management has many things in common with the management of products, but it has two fundamental differences which all *touristologists* must know and handle. These two differences are the client’s participation in developing the service and the inability to store services (services not sold today are lost).

The customer participation in services production (also called servuction) is the most important for this course, as we must, not only guide the customer service but, in addition, manage his participation.

Multiculturalism is also a relevant issue to this subject. The possibility to have customers, employees, partners ... with different ways of working and perceive services, force us to devise strategies and lines of action. In services there isn’t the possibility of zero defects and we must handle service recovery in a satisfactory way for most of our customers.

Finally, the latest web 2.0 and mobile services also affect the management of services and the attention of customers. We will see what is happening and what could be done.

The focus of this course is very practical and theoretical content is intended to apply in the form of exercises, case simulations and other activities.

3. EDUCATIONAL GOALS

After taking the course students will be able to know:

1. Distinguish between the concepts of production and servuction and its implications for tourism businesses.

2. Know how to manage customer participation in the creation of services

3. Know the main generators of conflict in the management of services

4.Know how to model systems able to avoid conflict

5. Know the main functions of the management systems of the customer relationship: Customer Relationship Management (CRM)

6. Model integration of CRM with the business model of the company.

7. Assess how the new technologies and multiculturalism can affect service management and customer care.

8. Modeling an organizational system capable of collecting customer information and personalize the services offered in a multicultural and technological world.

9. Apply methodological instruments, reflective and critical analysis of a tourist company in relation to their performances service management and customer service.

10. Prove that has acquired communication skills verbal and written.

11. Correctly apply the computer program Power Point for exhibition discourse and argumentation.

12. Apply the basic functionality of tools related to the management and customer service.

4. SKILLS AND LEARNING OUTCOMES

**SPECIFIC COMPETENCES**

CE11. Identify and apply the management in the different typologies of organizations in hotels and restaurants.

LEARNING OUTCOMES

CE11.3. To apply management techniques in hotels and restaurants.

CE12. Define and implement the objectives, strategies and trade policies in hotel and catering companies.

LEARNING OUTCOMES

CE12.4. Implement trade policy in hotel companies based on their distinctive characteristics.

CE25. Demonstrate that he understands the relationship and impact of information systems in business management processes hotel and restaurant.

LEARNING OUTCOMES

CE25.3. Study and adapt to companies hospitality generic computer systems and specific information.

CE32. Develop marketing plans and promotion of companies in the sectors of hotels and restaurants, especially in the field of online marketing

LEARNING OUTCOMES

CE32.1. Adapt and apply marketing techniques to the different subsystems of the business sector.

CE32.2 adapt and apply marketing techniques to the different local and international environments.

**Transversal Skills**

CT1. Develop a capacity for learning independently

CT4. Use communication skills at all levels

CT5. Make decisions in situations of uncertainty, solve problems and be able to evaluate and predict the consequences of these decisions in the short, medium and long term, especially those more immediate.

CT6. Being able to search relevant information efficiently

CT11. Manage and organize time

CT12. Teamwork

CT13. Plan and manage activities on the quality and sustainability.

CT14. Demonstrate orientation and culture Customer Service

CT15. Demonstrate business vision, capture customer needs and anticipate possible changes in the environment.

CT16. Analyze, synthesize and evaluate information

5. TOPIC AND CONTENT

1) Main differences between production and servuction

1-1) Enterprises customer orientated

1-2) How to integrate the customer in the service?

1-3) Maslow for Touristologyst: Successful Study Cases

2) Organizational Structures Customers Orientated

2-1) Jobs, companies and chain of value: A sharing pattern

2-2) Organizational mental states

2-3) Replicable and autonomous Organizations

 2-4) Study Cases related to Restaurants and the lodging industry:

* Waiting list Management
* Revenue Management

3) Control tools for Services Management

3-1) CRM: Customer Relationships Management

3-2) Loyalty programs: Myths & Realities

3-3) Quality Management and control for Services

3-4) Service Recovery. How to handle it.

4) Globalization and new Technologies: Effects on Service Management

 4-1) Multiculturalism: Effects on service perception

 4-2) Web 2.0 and Service Management

 4-3) Smartphones and LBS (Location Base Services)

6. RECOMMENDED BIBLIOGRAPHY

Eliza Ching Yick Tse and Suk-Ching Ho“Service Quality in the Hotel Industry: When Cultural Contexts Matter” *Cornell Hospitality Quarterly 2009; 50; 460-474.*

E.R. Cadotte and N. Turgeon, “Key Factors in Guest Satisfaction,” *Cornell Hotel*

*and Restaurant Administration Quarterly, Vol. 28, No. 4 (February 1988), pp. 45–51.*

Kelly A. Mcguire and Sheryl E. Kimes “The Perceived Fairness of Waitlist-management Techniques for Restaurants” *Cornell Hotel and Restaurant Administration Quarterly 2006; 47; 121*

Leadbeater, Charles. “We think” Profile Books, 2009

Michael D. Hartline, Barbara Ross Wooldridge and Keith C. Jones “Guest Perceptions of Hotel Quality: Determining Which Employee Groups Count Most” *Cornell Hotel and Restaurant Administration Quarterly 2003; 44; 43*

Michael McCall and Clay Voorhees “The Drivers of Loyalty Program Success: An Organizing Framework and Research Agenda” *Cornell Hospitality Quarterly* 2010; 51; 35 originally published online Dec 7, 2009;

7. TEACHING METHODOLOGY

The methodology of the course is based not only on master class methodology, but also in parallel activities (text commentaries, extension work, speeches, analysis of simple daily decisions ...), with the goal to engage and provoke emotional and intellectual concerns in the students. In particular, these activities will be conducted in both team groups and individually, have a weight of 50% and the final exam means the remaining 50%. For the implementation and evaluation of these activities will work in groups doing mentoring by the teacher. In chronological terms adequate monitoring of the progress of a student implies, in general, the following stages:

1. Attendance at master classes.

2. Personal work: Complement with reading the basic literature and presentations and exercises available on campus

3. Personal work: Reading and text analysis, conducting exercises and graphics.

4. Discussion in working groups: Commentary and discussion of the work. Generate questions to the teacher.

5. Session working group with the teacher: Questions and discussion of the main objectives.

6. Preparing report and presentation workgroups

7. Oral presentation before teaching and, if appropriate, other group.

Once the teaching weeks have finished:

8. Personal study for the preparation of the written exam

9. Conducting the written examination

**TRAINING ACTIVITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity**  |  | **Hours** | **ECTS** | **Learning outcomes** |
| **Type: Directed** |  |   |   |  |
|  |  |  |  |  |
| Lectures |  | 42 | 1.68 | C13.7, C4.9, CT8 |
|  |  |  |  |  |
| **Type: Supervised** |  |  |   | . |
|  |  |  |  |  |
| Tutorials |  | 15 |  0.6 | C13.7 , C4.9, CT1, CT2 |
|  |  |  |  |  |
| **Type: Autonomous** |  |  |  |  |
|  |  |  |  |  |
| Preparation work |  | 38 | 1.52 | C13.7., C4.9, CT4, CT10 |
|  |  |  |  |  |
| Study and reading materials |  | 55 | 2.2 | C13.7 , C4.9, CT4 |
|  |  |  |  |  |

8. ASSESSMENT SYSTEMS

A) CONTINOUS EVALUATION**:**

The evaluation of this course consists of the following system:

1. Responses to individual questions made during lectures, which will be worth a **20% of the final grade**.
2. The realization of all presentations which will be worth a **40% of the final grade**.
3. Attendance and exercises and activities proposed by the teacher, visits to companies, etc. which will be worth **50% and 5%** respectively of the final note
4. The realization of a final exam, which will be worth **5% of the final grade**

To make the final average should get at least 5 out of 10 in each part evaluated.

B) EVALUATION**:** Final exam.

Date and time established by the academic calendar.

There will be one final exam, having no difference between the students who have not successfully completed the evaluation continues and those who have not followed.

1. RE-EVALUATION

Date and time established by the Official Programming of EUTDH according to the academic calendar. Only addressed to students obtaining a grade between 3,5 and 5 in Single Assessment. The maximum possible grade to be obtained will not exceed 5. Nature of the evaluation to be defined.

**ASSESSMENT ACTIVITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Weight** | **Hours** | **ECTS** | **Learning Outcomes** |
| Exercises |  5% | 7,5 | 0,3 | C13.7 , C4.9, CT4 |
|  |  |  |  |  |
| Presentations | 40% | 60 | 2.4 | C13.7 , C4.9, CT1, CT2, CT10 |
|  |  |  |  |  |
| Final exam / case study | 5% | 7,5 | 0,3 | C13.7, C4.9, CT8 |
|  |  |  |  |  |
| Attendance |  50% | 75 | 3 | C13.7 , C4.9, CT4 |
|  |  |  |  |  |

9. PLANNING

|  |  |  |  |
| --- | --- | --- | --- |
| **WEEK** | **TOPIC** | **METHOD** | **HOURS** |
| 1 | Vision of the subject: What and how will we approve? | Master Class |  |
| 2 | 1 | Lecture + Practical work |  |
| 3 | 1 | Lecture + Practical work |  |
| 4 | 2 | Lecture + Practical work |  |
| 5 | 2 | Lecture + Practical work |  |
| 6 | 3 | Lecture + Practical work |  |
| 7 | 3 | Lecture + Practical work |  |
| 8 | 4 | Lecture + Practical work |  |
| 9,10,11,12,13,14 | Analysis of the agenda, guest speakers and presentations | Lecture + Practical work |  |
| 15 | Preparation of the final exam | Group dynamics |  |

10. ENTREPRENEURSHIP AND INNOVATION

During the classes we will see examples from business companies and tourist destinations. The aim is that students can see opportunities to create new businesses or innovate existing ones, as workers, entrepreneurs or consultants. Therefore, students must solve practical cases and argue their ideas while learning group dynamics, in front of the teacher and classmates.

The teaching methodology has been designed for the teacher of the subject based on 25 years of experience in university education in the tourism sector. It incorporates aspects of group dynamics and use of Web 2.0 methodologies.