



Housekeeping Professional

Course Collateral

Please note that the following are suggested guidelines for printing course collateral. If your printer uses different settings, we recommend that you make use of a professional printing store. Please email support@lobsterink.com for any queries.

1. Launch Collateral

Posters (X2)

These posters are adverts for the upcoming course to get learners excited about taking the course.

How to print:

1. Open the PDF document.
2. Click 'print'.
3. Select paper size 'A3'.
4. Select orientation 'portrait' for both posters.
5. Click 'print'.

For best results, laminate each poster once printed.

2. Call to Action Collateral

Posters (X2)

These posters call the learner to action by asking relevant questions that the learner has to answer by referencing information introduced in the course.

How to print:

1. Open the PDF document.
2. Click 'print'.
3. Select paper size 'A3'.
4. Select orientation 'portrait' for both posters.
5. Click 'print'.

For best results, laminate each poster once printed.

3. Reference Collateral

Posters (X2)

These posters are to be printed out and stuck up back of house after the course has been completed by all learners. They are to be used as reference material to remind learners of the important information they acquired during the course.

How to print:

1. Open the PDF document.
2. Click 'print'.
3. Select paper size 'A3'.
4. Select orientation 'portrait' for the 'Cleaning a Toilet' poster OR select orientation 'landscape' for 'a Perfectly Made Bed'.
5. Click 'print'.

For best results, laminate each poster once printed.

Information cards

Information cards are A5-sized cards, each containing information about cleaning equipment learnt throughout the course. These information cards are to be used by the learner as a study tool to learn and remember information introduced in the course.

How to print:

1. Open the PDF document.
2. Click 'print'.
3. Select paper size 'A4'.
4. Select orientation 'landscape'.
5. Select '2-sided' print.
6. Select 'left bind'.
7. Click 'print'.

Once you have printed the document, cut out and laminate each information card.

How to laminate:

1. Cut out each information card.
2. Place two information cards evenly between two A4 lamination films.
3. Laminate.
4. Cut out each lamination card, leaving a thin border of lamination film around each card.

Attach one information card to each housekeeping trolley to remind housekeepers about the correct use of cleaning equipment carried on these trolleys.

Flashcards

Flashcards are small cards, each containing a small amount of information or core concepts that are introduced in the course. These flashcards are to be used by the learner as a study tool to learn and remember the important core concepts introduced in the course.

How to print:

1. Open the PDF document.
2. Click 'print'.
3. Select paper size 'A4'.
4. Select orientation 'portrait'.
5. Select '2-sided' print.
6. Select 'left bind'.
7. Click 'print'.

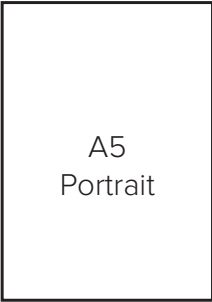
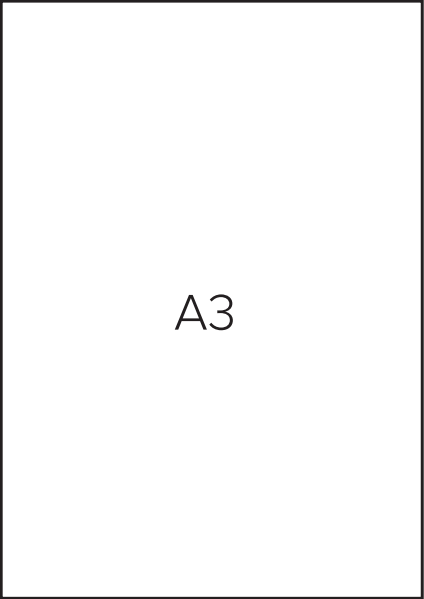
Once you have printed the document, cut out and laminate each flashcard.

How to laminate:

1. Cut out each flashcard.
2. Place the flashcards evenly between two A4 lamination films.
3. Laminate.
4. Cut out each flashcard, leaving a thin border of lamination film around each card.

Distribute each pack of flashcards to all learners, or create one set of flash cards to leave in the study area for all learners to use.

Example of page sizes:



Playing card size
Portrait



Playing card size
Landscape