

## Workshop on Fundamentals of Food and Beverage Management

April 13 - 17, 2026, 1<sup>st</sup> Run: Lagos & Abuja

October 12 - 16, 2026, 2<sup>nd</sup> Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

**Workshop fee: Lagos:** N350, 000,

**Abuja / Port Harcourt:** N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

### Program overview:

This 5-day course on *Fundamentals of Food and Beverage Management* is designed to provide participants with a solid understanding of the core concepts and practical skills required for managing food and beverage operations. The course will cover key aspects such as operational management, cost control, menu development, customer service, and safety standards, preparing participants to effectively manage food and beverage establishments in the hospitality industry.

### For Whom:

This course is designed for aspiring food and beverage managers, restaurant owners, or anyone looking to enhance their knowledge of the food and beverage industry.

### Learning Objectives:

At the end of this program, participants will be able to:

- explore the core concepts of food and beverage management;
- design and manage an effective menu and food production processes;
- apply cost control measures and optimize profit margins;
- maintain high standards of service and customer satisfaction; and
- manage operations in compliance with health and safety regulations.

### Course outline:

#### Day 1: Introduction to Food and Beverage Management

##### Overview of Food and Beverage Management

- The role of food and beverage management in the hospitality industry
- Key responsibilities of a food and beverage manager
- Types of food and beverage establishments (restaurants, hotels, catering, etc.)

##### Understanding the Hospitality Industry

- Market trends and customer expectations
- The impact of food and beverage on overall business success

##### Introduction to Operational Planning

- Developing an operational strategy
- Understanding the flow of service in various food and beverage outlets
- Organizational structure and team roles in a food service operation

##### Class Discussion: Analyzing a successful food and beverage operation

#### Day 2: Menu Development and Design

##### Principles of Menu Planning

- Elements of menu design
- Understanding customer demographics and preferences
- Dietary considerations and trends (e.g., vegetarian, gluten-free, etc.)

##### Costing and Pricing a Menu

- How to calculate food costs

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- Pricing strategies and their impact on profitability

### Menu Engineering

- The concept of menu mixes and profitability
- Analyzing sales data to optimize menu offerings

## Day 3: Food and Beverage Operations

### Food Production and Service Systems

- Types of service (buffet, à la carte, banquet, etc.)
- Kitchen operations and workflow management
- Inventory management and food preparation

### Quality Control and Standard Operating Procedures (SOPs)

- Establishing standards for food quality, portion sizes, and consistency
- Monitoring food quality and maintaining service standards

### Managing Beverage Operations

- Key considerations in beverage management (wine, spirits, non-alcoholic drinks)
- Beverage pairings and menu recommendations
- Alcohol service regulations and policies

**Class Exercise:** Identifying and resolving operational challenges in a food service environment

## Day 4: Cost Control and Financial Management

### Food and Beverage Cost Control

- Managing food and labor costs effectively
- Tracking waste and controlling portions
- Strategies for increasing profitability through cost reduction

### Budgeting and Financial Planning

- Creating a food and beverage budget
- Understanding profit margins and break-even analysis

### Inventory Control and Purchasing

- Managing stock levels and supplier relationships
- Techniques for reducing spoilage and waste
- Ordering systems and their impact on financial performance

### Practical Exercise:

- Developing a basic budget and cost control plan for a restaurant or hotel operation

## Day 5: Customer Service, Marketing, and Safety

### Customer Service Excellence

- Importance of customer satisfaction in food and beverage operations
- Training staff for exceptional service
- Handling customer complaints and maintaining service standards

### Marketing Food and Beverage Offerings

- Developing promotional strategies for food and beverage services
- Social media and digital marketing in the hospitality industry

### Health and Safety Standards

- Food safety regulations (HACCP, local health codes)
- Employee training on hygiene and safety protocols
- Managing health and safety risks in food and beverage operations

### Training Methodology

- Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogbia, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

### WORKSHOP FEE:

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250  
Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**  
Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

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