

2 – DAY BUTLER TRAINING COURSE INFORMATION





JOHN PETTMAN
MANAGING DIRECTOR

The Exclusive Butler School (EBS) was founded by John Pettman who started his career at Buckingham Palace followed by the British Embassy in Paris. John has also worked at many prestigious households and managed multiple properties and staff worldwide for high profile families.

John's vision was to provide the very best training to our future Butlers, as well as improving the skills of those currently working in the hospitality industry. Working alongside two of our Butler Trainers, who are also ex-Royal Butlers, a program was produced tailored to creating the Ultimate Private House Butler by providing true British Butler Training.



INTRODUCTION

The Exclusive Butler School Trainers have the availability to travel worldwide and deliver specially tailored training programmes wherever necessary. Our Trainers have experience working abroad and all maintain a traditional British Butler style which can bring an element of sophistication to the delivery of your service.

The Exclusive Butler School will always go out of their way to deliver a training program to suit your required needs. Should it be needed, we offer a consultation session in order to ascertain your needs, or areas of service that may need improvement, to ensure your staff receive the best possible training program. The mix of experience our Butler Trainers possess means that no matter where you are or what you need, you will receive a program to your satisfaction.

Once a Training Module has been delivered, we can produce a manual/report to be used as a reference guide.

We have both male and female Butler Trainers available depending on your needs.

Our courses are taught in English but should you wish your course to be delivered in another language, our Trainers are happy to work alongside an Interpreter.



SERVICE

Effective service training is tailored to the specific needs of the household and can enhance the overall efficiency and harmony within the home. Our service training module is a specialized program designed to equip individuals with the skills and knowledge necessary to perform the duties of a butler in a private household or luxury setting.

Table Linen

Different sizes of cloths and their applications

Pressing the Tablecloths

How to Cloth a table

How to Box a table

How to Box an L-Shaped Table

Mitring the Corners

Napkin Folds

Spillage Coverage/Problem-Solving

Table Laying and Service

Table Laying

Cutlery Setting

Cover Changes

Synchronised Service

Silver Service

Butler Service

Tea/Coffee Service

Specialist Equipment

Glassware and Drinks Service



WARDROBE CARE

Valeting and Shoe Care

Grooming and personal appearance are essential aspects of self-care that can significantly impact both personal confidence and how others perceive you and your principal. In this module we pay attention to these aspects, so that you can present yourself and your principal in a fitting manner;

Grooming and Personal Appearance

Care of your Principals Wardrobe

Valeting & Care of Fine Fabrics

Unpacking & Packing

Spit & Polishing Masterclass

Private House Butler Knowledge and Experiences

The Role and Duties of the Private House Butler

The Private House Butler's Unique Skillset

Formal Dinner Party – Techniques and Tips

Liaising with the Owner/Principal

How to set up a Bar and Drinks Options



TRAINING COSTS

The 2-Day Butler Course Costs

£750 + VAT for 1 day of training (UK based)
£1500 + VAT for 2 days of training (UK based)

Each student receives:

7-hour intensive Butler training per day (inclusive of 1 hour break)

Exclusive Butler School Pad and Pen

Handouts to support all training modules

Certificate of Excellence

The above costs exclude VAT which is charged @20%.

Enrolment is subject to full payment and must be paid at the time of booking to secure a place on the course.

Exclusive Butler School are delighted to be able to offer a payment plan where we will invoice you on a monthly or quarterly basis, giving you the chance to spread the payments.

Should the payment plan be of interest, please contact the office at info@exclusivebutlerschool.com detailing the date of the course and the payment plan option you wish to select, and we will make the necessary arrangements.

Please note that full payment is required 14 days before the start of the course.



ELIGIBILITY TO ATTEND THE COURSE

The minimum age to attend the Exclusive Butler School is 16 years old.

We are open to International Students, and you would be able to attend the course on a Standard UK Visitor Visa. Please speak to the British Embassy or British Consulate in your country of residence for further assistance.

TERMS AND CONDITIONS

On enrolment, you will be sent the full Terms and Conditions, which need to be signed by yourself and returned to Exclusive Butler School. Any enrolment application by you will be subject to written acceptance by EBS.

You must attend each day on a punctual basis unless prevented by events which are beyond your reasonable control.

You must comply with all rules and regulations issued by EBS from time to time.

EBS will be entitled to change the timing of any part of the course and to substitute any Trainer at any time.

If EBS considers that you have behaved in an unacceptable manner, EBS will be entitled to require you to cease to attend any course. No refund of fees will be made.

EBS will not be liable under any circumstances for any loss, expense, damage, delay, cost or compensation (direct, indirect, or consequential) which may be suffered by you during attendance at the course.

Whilst EBS makes every effort to provide comprehensive training, EBS makes no warranty that completion of an EBS course will provide you with all the knowledge and information you need to work as a butler.

NOTE: You are advised to take out a suitable insurance policy that can provide cover against loss of fees through illness, bereavement, personal accident or travel disruption. We will assist you with invoices and paperwork in support of your claim with your insurance company.

DATA PROTECTION

Any personal information you provide will be processed in accordance with the General Data Protection Regulation (GDPR). We will use the information to process your booking, provide the Contract, and provide the training. Our full Privacy Policy can be found on our website:

<https://www.exclusivebutlerschool.com/privacy>



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