

Examples of Workplace Hospitality



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Examples of Workplace Hospitality

Here are just some examples of what it looks like to implement hospitality services in the workplace, broken down by category. While some of these activities are already quite common, others are premium services that employees and visitors may not expect.

Folding all types of hospitality services into a holistic strategy helps deliver a personalized, yet consistent experience to all types of guests.



Welcome Experience

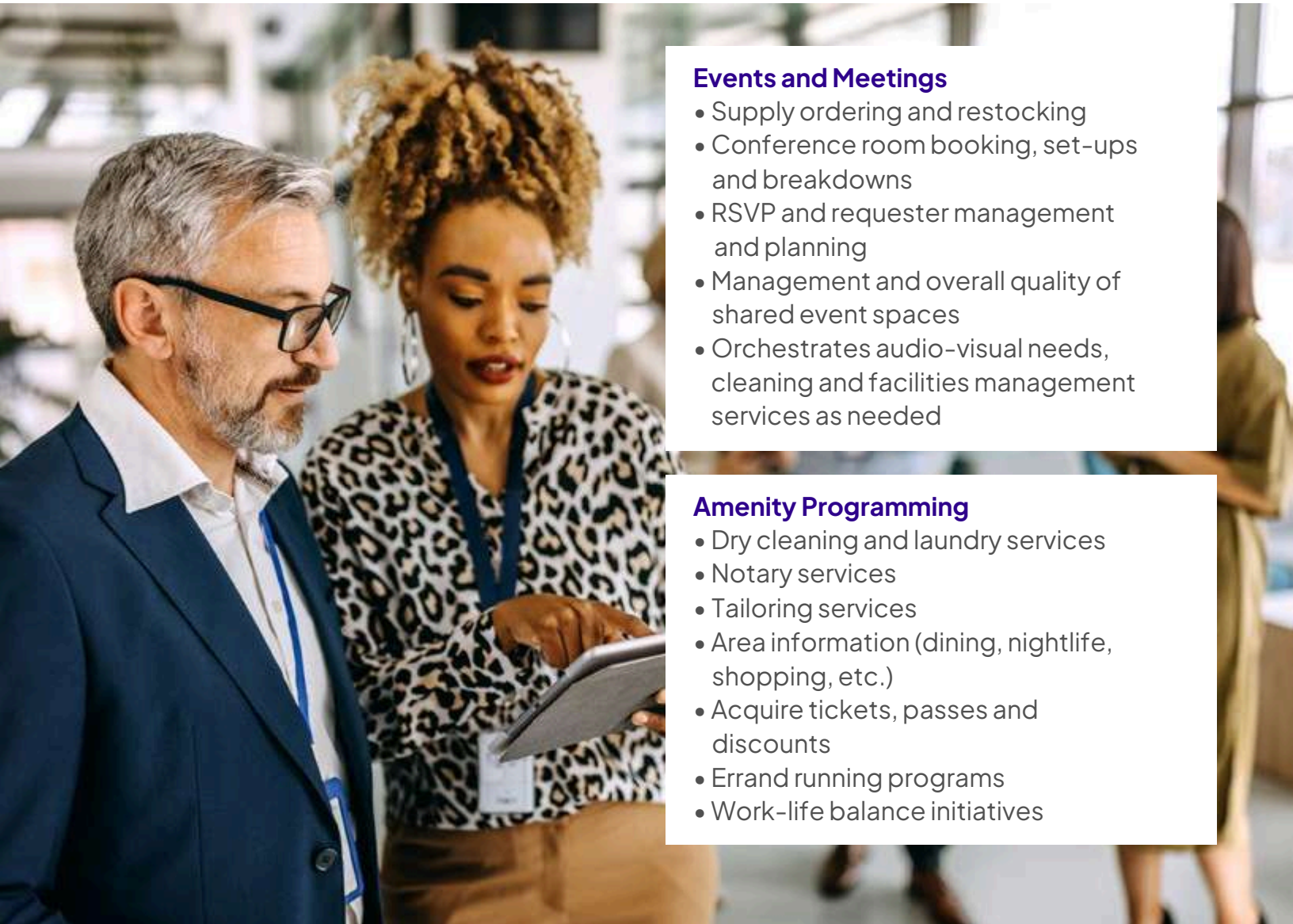
- Greeting and way-finding
- Badge access support and management
- Visitor and guest escorting
- Switchboard and phone answering
- Proactively offer refreshments

Guest and Visitor Experience

- Personalised experience based on preferences
- Luggage handling and management
- Pre-arrival touch point for guests
- Makes introductions and provides overview of space
- Captures arrival and event feedback

Common Area Oversight

- Reception and common area oversight
- Third party vendor oversight and management
- Facilities and maintenance request handling
- General safety awareness and support
- Main office and event space tours



Events and Meetings

- Supply ordering and restocking
- Conference room booking, set-ups and breakdowns
- RSVP and requester management and planning
- Management and overall quality of shared event spaces
- Orchestrates audio-visual needs, cleaning and facilities management services as needed

Amenity Programming

- Dry cleaning and laundry services
- Notary services
- Tailoring services
- Area information (dining, nightlife, shopping, etc.)
- Acquire tickets, passes and discounts
- Errand running programs
- Work-life balance initiatives

Additional Convenience Services

Although workplace hospitality is an on-site thing and generally tied to physical facilities, employees can take advantage of certain hospitality services right from their desk, which means they can also use them when they are working remotely. These include making requests for:

- Travel planning
- Product and service research
- Dining reservations
- Event tickets
- Home repair/maintenance services

Let's Connect

If you're interested in using hospitality to build a thriving culture, ready to see a personalised demo or just want a chat about which solution would best fit your needs, we're ready to answer any and all of your questions.

Give us a call on 020 3467 6811 or visit circles.com

