



INTERNATIONAL INSTITUTE OF MODERN BUTLERS  
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**Basic Curriculum for a Butler / Household Manager Training School**

This Basic Curriculum is intended to define a range of subjects for a school to introduce to students to properly develop their knowledge concerning private service as a butler or household manager.

In all subjects, students are expected to be taught the theory and then be given the opportunity to drill any actions until reasonably certain of how to do them, including role-playing and participating in actual service delivery, such as a formal dinner presentation to guests of the school. Field trips are also useful, especially where they introduce students to the kind of vendors, services, products, and venues that their employers would expect them to be familiar with.

It should be expected that anyone training Butlers and Household Managers have sufficient experience and knowledge in their field to be in a position to pass on knowledge gained first hand.

Likewise, it would be best if students applying for a course have some background and experience in service, allowing the course to provide them with the additional information and skills needed to take them to the next level of service and management.

The following subjects are those a butler would be expected to be trained on and know how to perform:

1. An understanding of the history of butlers and household managers in Service
2. An understanding of the attitude and mindset of the service professional in today's society
3. The ability to communicate effectively with the individuals a butler can be expected to service, including children
4. Achieving high standards in personal grooming, bearing, and carriage
5. Introduction to valet skills, including an understanding of clothing types, purchase, care (including cleaning, ironing, steaming, sewing, wardrobe management), and laying out
6. Introduction to personal assistant skills, including handling of travel and entertainment reservations, social calendar upkeep, organizing for social events, writing of letters, traveling with the employer, employer research, office skills, including computer and other equipment handling



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7. Introduction to Butler administrator skills relating to running a household, hiring the right person for the position, contracts, mentoring staff for success, managing staff and conflict resolution, handling of vendors, handling of paperwork, financial & time management, workplace safety, inventory & insurance  
An understanding of the basic components of a House/Butler's Book and its compilation
8. Service graces and skills in the home, from managing the welcoming of guests, reception of telephone calls, opening and closing the house each day and when returning to or leaving the location temporarily
9. Introduction to national and international etiquette, protocol, and cultural diversity
10. Introduction to fine wines, with some ability to select, purchase, store, pair, and serve
11. Overview of other alcoholic beverages, basic bar set up, server responsibilities
12. Overview of cigars, the purchase, care and presentation
13. Overview of the concepts involved with purchase and care of fine furniture and materials, works of art, silver, etc.
14. Check lists and thought processes involved in organizing and running a wide range of social events, from champagne receptions to barbeques and theater supper parties, morning wake-up service, and formal teas, and the presentation of several to guests during the course
15. Understanding the different items of tableware and able to set a variety of tables, from picnic to banquet
16. Able to serve at a table using butler style, synchronized, American, buffet style, etc.
17. A basic understanding of fine food and special diets, and how to manage a chef
18. A basic understanding of the hospitality butler and the kind of services he/she delivers, and how to run a hotel butler department
19. Overview of vehicle maintenance
20. Knowing the basics of driving safely and smoothly
21. Understanding all housekeeper functions and ability to perform the basics.
22. First aid knowledge and certification
23. Basics of security training and planning of worse case scenarios

All these points addressed would give students an opportunity to understand and to some extent perform as a Butler or Household Manager would be expected to perform successfully, both for themselves and for their employer.

The understanding in providing this basic standard is that, during a short course of 4-12 weeks, unless it covers fewer subjects in great detail, insufficient time would exist for most subjects to be covered in great depth and with sufficient practical application to make a butler or household manager ready to take over a property for a family.



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Until a lengthier and more comprehensive diploma course in butling and household management is added to a hospitality degree at an established university, the current shorter courses being offered as above, when followed by internships or apprenticeships, will achieve the same end result of competent and effective butlers and household managers.

It is also recommended that schools provide each graduate with personalized continuing education plans to increase their knowledge in areas such as first aid, wine appreciation, cigars, advanced driving skills, security and firearm training, international water safety (for those intending to work on yachts), care of artwork and antiques, pet care, etc., in line with the goals of the graduate.

*Compiled by the Chairman and Board, with input from industry leaders*

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