

----- Original Message -----

Subject: Career in Hospitality - P.R.E.P.

From: Treva Franks <tfranks@ctecap.org>

Date: Tue, March 03, 2009 6:49 pm

To: training <training@ctecap.org>

Dear Colleagues;

CTE, Inc. is recruiting individuals seeking career training for the hospitality industry!

The "Participants Retaining Employment Program" has been designed for youth between the ages of 18 and 21 seeking a career path. Individuals will receive comprehensive training in the following areas:

-computer literacy in Microsoft Applications

-customer service training -hospitality training conducted by industry professionals and certified instructors

-interviewing techniques and resume writing workshops

-life skill training/work maturity training/money management

-job placement

OUTCOMES:

Participants will receive approximately 135 hours of training based on 10-15 hrs. per week for about 10 weeks. Upon successful completion, participants will receive certificates of completion from a nationally recognized customer service organization, proficiency in Microsoft and be qualified for entry level employment within the hospitality industry and/or related professions.

***Additional support available through CTE's Family Services Component.**

Orientation sessions will be conducted beginning Monday 3/9, 3/10, 3/12 and 3/19. To enroll, please contact CTE, Inc. via email at: training@ctecap.org

*Treva M. Franks,
Director of Workforce Development
CTE, Inc.*

(203)352-4824

<http://www.ctecap.org/>