

1979

A Model for The Future

TRAINING, INC.

A Clerical Training Program
Serving the Business Community of Chicago

Building Self Confidence Through Achievement

Training, Inc., Chicago, graduated its first class March 2, 1979 from a "Learn by Doing" 13 week program which combines office skills such as clerical accounting, office procedures and typing, in a simulated business office environment. Every 13 weeks since, another class has graduated. Of the first 33 graduates, 28 have obtained office positions. The same high percentage prevails in subsequent classes.

Training, Inc. in Chicago builds on four years of successful experience in this project which began in Oak Brook, Illinois.

CONGRATULATIONS ON YOUR NEW JOB

KATHERINE	SUCCESS UNLTD	BEVERLY	MIDWEST STOCK EXCHG
DELORES	SUCCESS UNLTD	ROBERT	JP COACH EXT
STANLEY	MANGINI ASSO	DENESE	JEWEL FOOD
CAROLINE	ESSEX INN	MONICA	HOOKEERS GROC
BRENDA	BLACK GIANT	DANILO	MONTGOMERY WARDS
MONA	HUNTER PUBL	CLARETTA	ARTHUR ANDERSON
DONNA	PEOPLES GAS	GLORIA	FLEX KLEEN
CYNTHIA	M SNOWNER	SHEILA	FOLLET PUBL
DORIS	KLATT AGENCY	CATHERINE	FIELD ENT
MARY	HINES LUMBER	MIRIAH	JT SHAYNE
MARTHA	JENNER & BLOCK	MICHAEL	IL FED SERV
DEBORAH	FIRST NAT'L BANK	LILLIE	AMER OSTEOPATHIC ASSO
RICKY	CHICAGO PUB LIB	SHARON	UNI SERVICE INC
PRINCE	FIRST NAT'L BANK	GWEN	STEWART WARNER

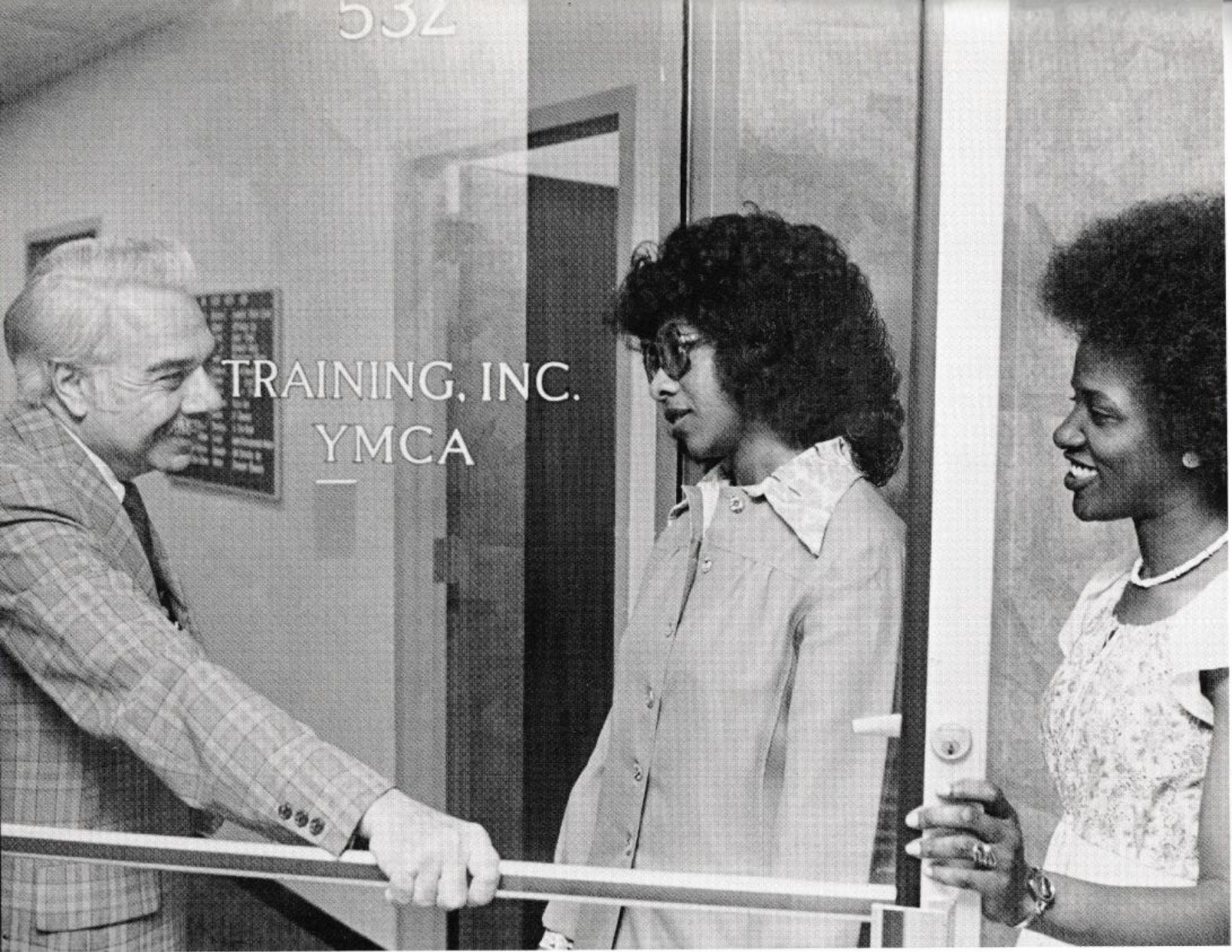


Dr. Ralph Lee, President, Central YMCA Community College, stands next to a record of "New Beginnings" for Training, Inc. graduates. Everyone benefits. Student potential is developed. Employers gain self-confident, well trained and motivated clerical workers, and urban employment problems are met.

Dr. Henry Scott, Vice President, Manpower Development, Central YMCA Community College, opens the door to success for Training, Inc. students. Offices are bright, airy, pleasant and look much like the offices students will seek entry to upon graduation. Contributions from private sector businesses made this environment possible.

Training, Inc., Chicago, is located in the Chicago Sun-Times Building at 401 North Wabash.

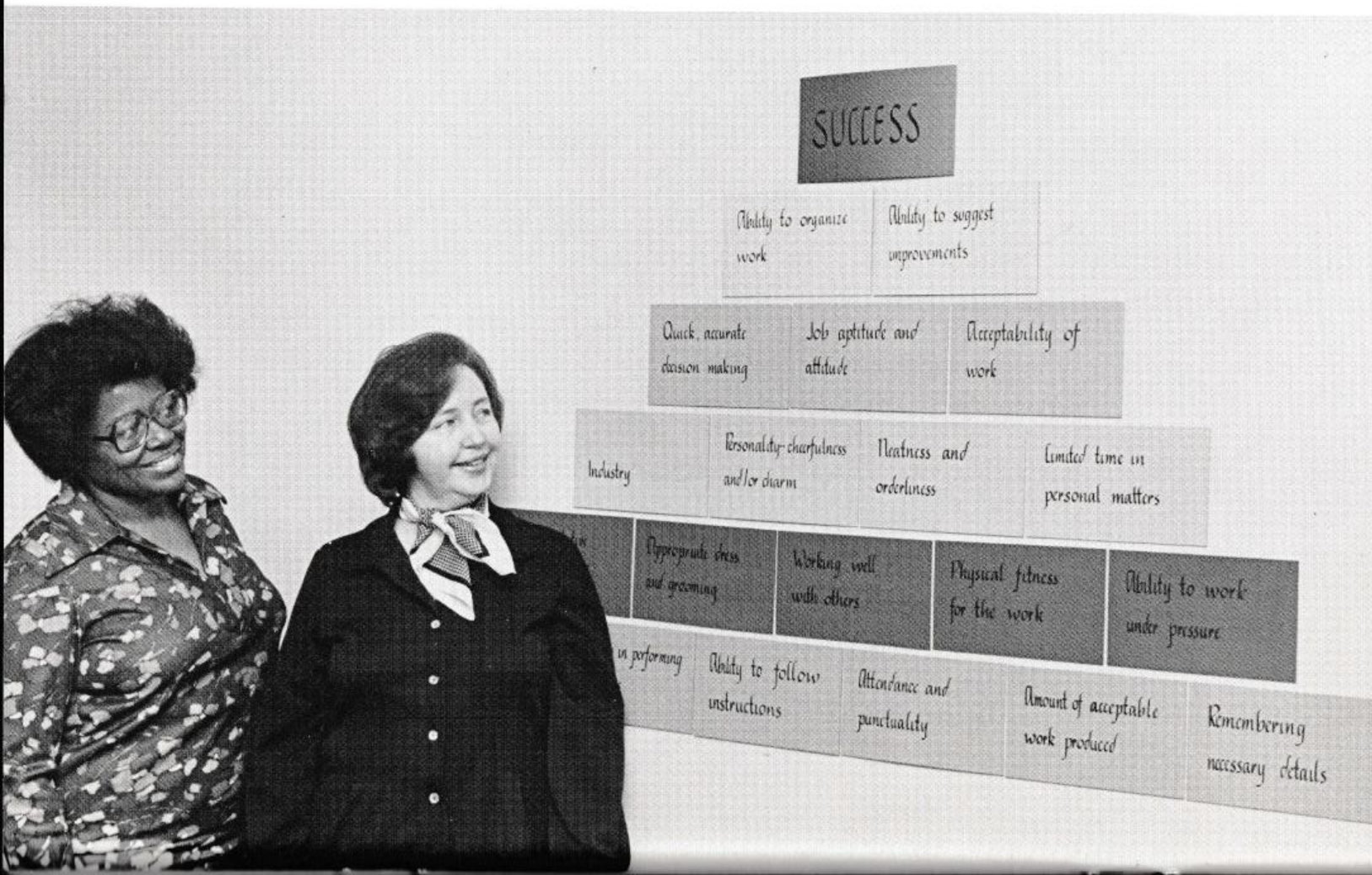
TRAINING, INC.
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YMCA



Tuition-free schooling is made possible through CETA funds from the Mayor's Office of Employment and Training. Special attention is provided individuals to help them overcome the obstacles which have kept them unemployed or underemployed, such as undeveloped skills, minimal formal education or lack of confidence.



Program Director Carol Walters emphasizes that simply supplying typewriters or other office equipment is not the main goal of Training, Inc. The program recognizes potential and limitations, stimulates motivation and enthusiasm and most of all, instills a sense of self-worth. All these facets are developed through the use of imaginal education methods from the first day through the job seeking period which climaxes the program.





Meet the student manager of the Lester Hill Corporation, a simulated business requiring management, accounting, billing, warehousing and traffic clerks, as well as typists and receptionists. In this context, participants begin to learn the corporate dynamics and style of the business world.

Each department head within Lester Hill Corporation meets regularly with the student manager to discuss work loads and problems and to give reports. Such training leads to a high level of job readiness and confidence as students learn to work as a team.



Location and environment of Training, Inc. is of prime importance to the program. The model office training site is located where students observe workers as they come to and from work, go to lunch, or visit other offices. They absorb the attitudes, dress, speech patterns and conduct of those who are already part of the work culture. This reinforces the training they are receiving and helps them adapt to the business world.



Whether it's problems in the accounting department, inventory checks in the warehouse or a need to contact Tallidata Systems, the simulated financial institution which is Lester Hill's contact with the outside, students learn and show a self-confidence and poise within the Training, Inc. environment which would not be there if clerical skills alone were taught in an ordinary classroom situation.



A Unique Partnership

Training, Inc. works through a unique partnership of business, government, and educational institutions.



The involvement of **Chicago United**, a consortium of leading black, white and Latino business executives and professional people, has added a true business dimension to the project. In addition to providing the model office training site, special training opportunities and field trips, many Chicago United firms as well as other businesses now employ Training, Inc. graduates.



The **Central YMCA Community College** supplies the staff, accounting systems and corporate development for Training, Inc. The staff was trained in imaginal education methods by the Institute of Cultural Affairs, a research, demonstration and training group concerned with the human factor in world development.



The **Mayor's Office of Employment and Training** administers the federal CETA grant from which Training, Inc. receives its direct training funds. This partner also provides recruitment, assessment, interviewing, screening, counseling and job placement services.