

KEYS TO SUCCESS

AT TRAINING, INC. JOBS ARE THEIR REPORT CARDS.

- An office environment with state-of-the-art equipment
- A hands-on, learn-by-doing approach which provides "on the job" experience
- A partnership of the business, education, government, and volunteer communities
- A focus on developing positive self-image and confidence
- An emphasis on the problem solving and life management skills needed for success
- A highly supportive staff committed to enabling low income, unemployed/ underemployed persons to realize their full potential

INTERNATIONAL REPLICATION

Training, Inc.'s curriculum and methods are being successfully applied to the development of job skills training programs in **Portugal** and **Guatemala**.

TO MAKE A LIVING IS NO LONGER ENOUGH. WORK ALSO HAS TO MAKE A LIFE.

Peter Drucker

MAJOR URBAN NETWORK

TRAINING, INC. IS LOCATED IN SEVEN PRINCIPAL URBAN CENTERS:

Training, Inc. Boston

Greater Boston YMCA
294 Washington St., Suite 340
Boston, MA 02108
(617) 542-1800

Training, Inc. Chicago

YMCA of Metropolitan Chicago
18 South Michigan, Suite 608
Chicago, IL 60603
(312) 580-1911

Training, Inc. Indianapolis

Indiana Vocational Technical College
47 S. Pennsylvania St. Suite 801
Indianapolis, IN 46204
(317) 264-6740

Training, Inc. New Orleans

YWCA of New Orleans
333 St. Charles, Suite 700
New Orleans, LA 70130
(504) 529-2245

Training, Inc. Newark

Essex County College
494 Broad Street, 6th Floor
Newark, NJ 07102
(201) 642-2622

Training, Inc. Pittsburgh

YWCA of Greater Pittsburgh
550 Wood St. Suite 240
Pittsburgh, PA 15222
(412) 391-4565

Training, Inc. Washington, D.C.

918 16th Street NW, Suite 204
Washington, DC 20006
(202) 467-0726

For more information :

Contact the Training, Inc. nearest you.



TRAINING, INC.

NATIONAL REPORT

1975 - 1990

**15 YEARS OF EXEMPLARY
OFFICE CAREERS TRAINING
FOR ADULTS**

EXEMPLARY TRACK RECORD

SINCE ITS BEGINNING IN 1975, TRAINING INC. HAS HAD OVER 6,000 GRADUATES, NATIONWIDE.

The National Averages for 1989-90 were:

90% Program Completion

85% Graduate Job Placement

84% Job Retention after one year

The Total Budget for six sites in 1990--\$3,042,000

AWARDS

A NATIONAL NETWORK OF AWARD WINNING TRAINING PROGRAMS

- Best Social Inventions '88 Award Winner, London Institute for Social Inventions
- Excellent Program Award, ASTD Central Indiana Chapter, 1985
- Model ET Program, City of Boston, State of Massachusetts
- Outstanding Training Program, National Association of Counties, 1980
- Exemplary Training Program, National YMCA Youth Conference, 1985
- Excellence in Partnerships Award, Indiana State Board of Vocational and Technical Education
- Training, Inc. Day, Nov. 7, 1986, State of Illinois--recognizing ten years of achievement
- Exemplary CETA Training Program, US Department of Labor, 1981
- Best Program for Women, Seroptimist, Washington, D.C., 1990

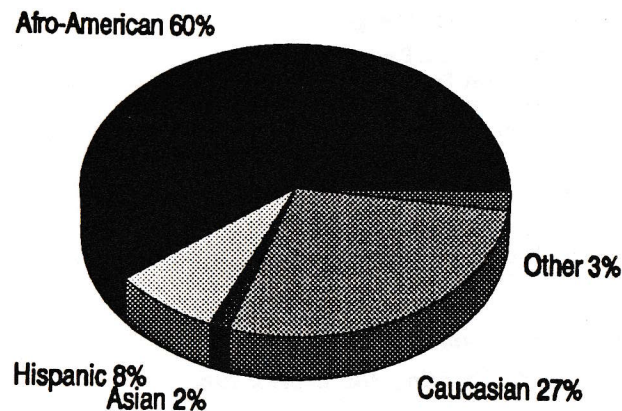
PROFESSIONAL CURRICULUM

TEACHING PROFESSIONAL AND HUMAN SKILLS NEEDED TO GET AND KEEP A JOB IN THE BUSINESS WORLD

- Bookkeeping
- Calculator Keyboard
- Spreadsheet and Data Entry
- Business Math
- Typing
- Word Processing
- Business Communications
- Office Procedures
- Filing
- Career Path Planning
- Human Relations
- Business Ethics
- Life Management Skills
- Time Management
- Job Search Preparation

TRAINEE DEMOGRAPHICS

Ethnic Participation



PUBLIC/PRIVATE SPONSORS

Allegheny County Department of Federal Programs
Boston Economic Development & Industrial Corporation/Jobs and Community Services
Cambridge Employment Resources, Inc.
Chicago Mayor's Office of Employment and Training
DC Department of Employment Service and Private Industry Council
IBM Corporation: Indianapolis & Boston
Indianapolis Network for Employment and Training
Job Training Beaver County, Pittsburgh
Newark, Mayor's Office of Employment and Training
Pittsburgh Partnership

FOUNDATION SUPPORT*

Alcoa Foundation
Amoco Foundation, Inc.
Mary Reynolds Babcock Foundation
Boston Foundation
Hyde and Watson Foundation
Morris & Gwendolyn Cafritz Foundation
Cummings Foundation
Hyams Foundation
Indianapolis Foundation
Lotus Philanthropy Program
MCJ Foundation
Mellon Foundation
Meyer Foundation
Old South Church (Boston)
Prudential Foundation
Schumann Foundation
State Street Bank and Trust Co.
Strong Foundation
Victoria Foundation

*partial listing

