

# TRAINING, INC.

## Greater Boston YMCA

### 1987 Program Report



## CHANGING LIVES IN A CHANGING WORLD

As we enter our fifth year of operation it is easy to see that Training, Inc. is changing lives for the better. Your support over the past four years has helped us expand, and our growth means offering more opportunities to more people.

In 1986, we introduced the Evening Programs, Pre-Training and the Graduate Network. They turned out to be very successful because they met real training needs.

We offer the unemployed and the underemployed people of the Boston area training and encouragement. But we need your continued help. Training, Inc. depends heavily on private sources for funding. The monies we receive allow us to provide quality employment and life skills training to individuals who have great potential.

The support of our contributors is essential to our success. So, become a friend of Training, Inc. and change a life or two.

Thank You,



T.J. Coolidge, Jr.  
Chairman, Board of Advisors



*The 1987, cycle 12, graduates.*

## REFLECTIONS OF THE CITY

Our trainees are representative of Boston's diverse population. One half of the participants are persons of color, bilingual or born outside the United States.

They are often undereducated and/or recipients of public assistance. But, they are also looking for opportunity. Their ambition to succeed and become self-sufficient is the driving force behind our program.

To qualify for a Training, Inc. program an individual must be:

- At least 18 years old
- Unemployed or underemployed
- Able to pass the Training, Inc. entrance exam
- Willing to participate in extensive and intense course studies.

Undereducation and low income can hold a person back. But, with the programs offered at Training, Inc., everyone can create an opportunity for him or herself.

## TEACHING PROFESSIONALISM

Training Inc. is a hands-on program. Trainees learn in a businesslike atmosphere that fosters professionalism. A trainee may enter the program lacking self-confidence and business know how. But, as a graduate, that individual will have learned the necessary business skills to provide him/her with a chance for success. These skills include:

- Bookkeeping
- Filing
- Typing
- Word processing
- Life management skills
- Office procedures
- Management for working parents
- Job search preparation
- Business communications

TRAINING, INC. CURRICULUM															
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Levels	Skills Building				Skills Intensification				Skills Application	Skills Marketing					
Typing	Keyboard Learning and Review		Production of Marketable Copy		Dictaphone (Wop) Snow Country (Clerk - typical Simulation)				Corporation Simulation	<b>D E S T I N I E S</b> <b>C O R P O R A T I O N</b>					
Accounting	Mountain View (Accounting Clerk Simulation)				Professors Accounting (Simulation)				Business Machine Applications (Speed and Accuracy)						Job Search
Office Machines	Calculator Keyboard		Computer Data Entry and Word Processor												
Office Procedures	Filing Systems	Address Cards	Human Relations	Resume Preparation				Job Interview Preparation	Skill Refinement						
Business English Math	Speaking Reading		Writing		Listening				(Getting and Keeping a Job)						
	Fractions		Decimals		Percentages										
Career Development	Time Management		Job Selection		Business Ethics										
	Budget Workshop		Business Excursion												

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## OUTSTANDING PERFORMANCE

Training, Inc. programs encourage participants to seek better paying jobs with opportunities for advancement.

After only four years and 12 cycles, our programs have already achieved these results:

- 88% placement
- 89% remain employed
- 81% receive raises and/or promotions within the first year of employment
- \$7.40/hour average starting salary as of December, 1987

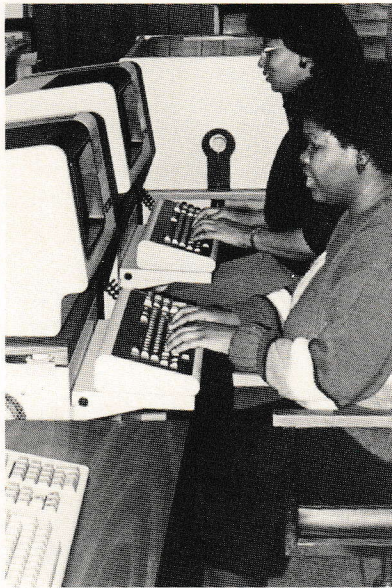


*Proud Training, Inc. graduates.*

*A representative from the cycle 12 class shares a few words of inspiration at Graduation in the Park Plaza Hotel, Boston.*

## FOUR PROGRAMS FOR SUCCESS

*Trainees, in a simulated office set up, learn word processing.*



*Typing is taught at beginner and advanced levels at Training, Inc.*



*An instructor advises a trainee during a calculator class.*

Training, Inc. programs include:

- 1. Pre-Training for those who need extra attention (A review of Math, typing and language skills)**
  - Monday through Thursday, 12:30 p.m.-3:45 p.m.
  - Flexible entry
- 2. Full-Day Office Skills (14 week program)**
  - Monday through Friday, 9:00 a.m.-4:00 p.m.
  - Three cycles per year: January, May and September
- 3. Evening Office Skills (14 week program)**
  - Tuesday through Thursday, 5:30 p.m.-7:30 p.m.
  - Three cycles per year: January, May and September
- 4. Upgrade Training/Extended Program (12 week program) (Advanced typing, language and word processing)**
  - Thursday, 5:30 p.m.-7:30 p.m.
  - Three cycles per year: January, May and September

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## 1987 CONTRIBUTORS

### PUBLIC FUNDERS

Bay State Skills Corp., MA Dept. of Public Welfare  
Boston Housing Authority  
Division of Employment Security  
Employment Resources, Inc.  
Mayor's Office of Jobs and Community Services  
Private Industry Council/Bostonworks

### PRIVATE FUNDERS

#### Business & Industry

Cabot, Cabot & Forbes  
Chamberlain School Alumnae Association  
Citicorp Real Estate, Inc.  
Eaton Vance Management, Inc.  
Gillette Company  
John Hancock Mutual Life Insurance Company  
John Hancock Property & Casualty  
John Leonard Personnel Associates, Inc.  
Legatt McCall  
Victoria International Corporation  
Woodward Black, Inc.

#### Churches

The Lutheran Church of the Newtons  
Old South Outreach Committee  
United Methodist Women of Old West

#### Foundations

Dean Welfare Trust  
The A.C. Ratshesky Foundation  
The Riley Foundation  
Anna B. Stearns Charitable Foundation

#### Corporate Foundations

The Boston Edison Foundation  
Lotus Philanthropy Program  
Stop & Shop Foundation  
Stride Rite Charitable Foundation, Inc.

United Way

#### Friends of Training, Inc.

John & Elsa Bengel  
Lois & Allen Boemer  
T. J. Coolidge, Jr.  
Eileen Crowley  
Duane & Janice Day  
\*Luella Hensley  
James & Judith Kilgore  
Karen Kinneally  
Bruce Macomber  
Virginia Marcotte  
Terrence McKenna  
Sandra Moore  
Theresa J. Morse  
\*Anne Marie Mullen  
Diane C. Murphy  
\*Daphne Osborne  
\*Simone Jeane Pierre  
\*Elizabeth Purvis  
\*Richard Rule  
Linda Swardlick-Smith & Gary Smith  
M/M Samuel Swardlick  
Thomas Wardell

*\*graduate of Training, Inc.*

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## 1988 BUDGET

Expense	Budgeted Amount
Salaries and Wages	\$223,998
Employee Benefits	36,408
Payroll Taxes	27,888
Occupancy	114,498
Equipment	29,500
Supplies	19,800
Telephone	4,200
Postage	1,800
Staff Training	8,500
Professional Fees	5,000
Marketing and Advertising	18,000
Training, Inc. Nat. Assoc.	2,000
Liability Insurance	9,059
Administrative Services	41,616
Miscellaneous	2,400
<b>Total Expense:</b>	<b>\$549,667</b>

## REPEAT EMPLOYERS

Training, Inc. graduates are now employed at over 100 organizations. The following organizations employ more than one graduate.

Alexander & Alexander  
 Bank of New England  
 Bay Bank  
 Beth Israel Hospital  
 The Boston Company  
 Boston Financial Data Services  
 Bostn Five Cents Savings Bank  
 Boston Housing Authority  
 Boston Public Schools  
 Boston University  
 Brigham's & Women's Hospital  
 Children's Hospital  
 City of Boston  
 Commercial Union Insurance  
 Copley Plaza Hotels  
 Dana Farber Cancer Institute  
 Delta Dental Plan  
 Eaton Vance Management  
 Federal Reserve Bank  
 Fidelity Services  
 Filene's  
 First National Bank of Boston  
 Greater Boston YMCA

*A graduate receives her diploma and is now ready to enter the business world.*



*A trainee adds the name of her new employer to the job board.*

Harvard Community Health Plan  
 John Hancock Life Insurance Co.  
 John Hancock Property & Casualty Insurance  
 John Leonard Personnel  
 MIT  
 MA Banking Department  
 MA Dept. of Public Welfare  
 MA Dept. of Registration  
 MA Dept. of Social Services  
 MA Division of Employment  
 Mass. General Hospital  
 Mass. Halfway Houses, Inc.  
 Northeastern University  
 Shawmut Bank  
 State Street Bank  
 Stone & Webster Engineering  
 Stride Rite Corp.  
 Training, Inc.  
 Tufts University  
 University of Massachusetts  
 Veterans Administration Hospital  
 Warren Gorham & Lamont Publishing Co.

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## TRAINING, INC. BOARD OF ADVISORS

T.J. Coolidge, Jr., Chairman  
Coolidge Investment Corp.

John Bengel  
Ecumenical Institute, Boston Inc.

Lois Boemer  
Boemer Associates

Kevin Corbin  
Bank of Boston/New England Group

James Crawford  
Old South Church

Eileen M. Crowley  
Eaton & Howard, Vance, Sanders, Inc.

Duane Day  
U.S. Department of Energy

Gwen Harper  
Patriots' Trail Council of Girl Scouts

Sarah Herman  
Mass. Eye & Ear Infirmary

Karen Keogh  
The Stride Rite Corporation

Karen Kinnealey  
Boston Edison

Lynda Lynn-Weaver  
MA Office of Affirmative Action

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Tufts University

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Hyams Foundation & Ratschesky Foundation

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Visiting Nurse Association of Boston

Bruce Taylor  
Greater Boston YMCA

Mary Troy  
Mt. Ida College

Thomas Wardell, Esq.  
Hausserman, Davidson & Shattuck

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## TRAINING, INC. STAFF

Elsa Bengel  
Barbara Harvey  
Helen Dunlavey  
James Kilgore  
Colleen Mahon  
Virginia Mara  
Sandra Moore  
Elizabeth Purvis  
Richard Rule  
Linda Swardlick Smith  
Joyce Tinlin  
Luz Valverde

Executive Director  
Instructor  
Instructor  
Instructor  
Administrative Assistant  
Evening Job Search Instructor  
Job Developer/Instructor  
Office Manager/Instructor  
Contracts Manager/Instructor  
Extended Programs Coordinator  
Evening Instructor  
Intake Coordinator/Instructor

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