



Certified Hospitality Supervisor (CHS) Supervisory Skill Builders Class Schedule

Beginning Monday, May 1, 2023

Classroom Training: Hilton Denver Inverness,
200 Inverness Drive West, Englewood, CO 80112 Phone: (303) 799-5800

Meeting Times (**Attendance is required ALL four days**):

Mondays, May 1, May 8, May 15, and May 22, 2023: 9:30 a.m. to 4:00 p.m.*

Class Meeting Dates:	Module Content:
Week #1: <u>Monday,</u> May 1, 2023 9:30 a.m. to 4:00 p.m.	Introduction Plus These Modules: 1. You as a Supervisor 2. Conducting Orientation & Training 3. Leadership (commence this module)
Week #2: <u>Monday,</u> May 8, 2023 9:30 a.m. to 4:00 p.m.	Finish Module 3 and Proceed to Next 3 Modules: 4. Time Management 5. Effective Communication 6. Motivation and Team Building (commence this module)
Week #3: <u>Monday,</u> May 15, 2023 9:30 a.m. to 4:00 p.m.	Finish Module 6 and Proceed to Next 3 Modules: 7. Handling Problems and Conflict 8. Staffing and Scheduling 9. Improving Employee Performance (commence)
WEEK #4: <u>Monday,</u> May 22, 2023 9:30 a.m. to 4:00 p.m.* *Students may leave as they complete the exam.	Finish Module 9 plus Course Wrap Up and Exam Review Session for Exam Preparation <ul style="list-style-type: none"> • Students to Take Certified Hospitality Supervisor (CHS) Exam *Note: Students may leave as they complete the exam, so class may end a bit early this day.

Registrants are on their own for lunch and parking each day. Complimentary break beverages will be provided.

Trainer Contact Information: Kimberly A. Tranter, MBA, CHE, CHIA- AI, Founding Managing Director of CHLA University and Associate Professor, The College of Professional Studies, Johnson & Wales University
Email: kim@chla.com Cell: (720) 369-8709 or Voice Mail Center (303) 346-4478

Please Register by 6 p.m. on Friday, April 28, 2023 by visiting www.chla.com → Click on Events → Click on Calendar → Click on May 1, 2023, the starting day of the course.



Colorado Hotel & Lodging Association: P.O. Box 36298, Denver, CO 80236 US
Tel: (303) 297-8335 www.chla.com