



Certified Hospitality Supervisor (CHS) Supervisory Skill Builders Class Schedule

Beginning Monday, July 31, 2023

Classroom Training: Hyatt Regency Denver Colorado Convention Center, 650 15th Street, Denver, CO 80202 Phone: (303) 436-1234

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

**Monday, July 31, Fridays, August 11 & August 25, PLUS Thursday, August 31
9:30 a.m. to 4:00 p.m.* each day**

<i>Class Meeting Dates:</i>	<i>Module Content:</i>
<i>Week #1:</i> <u>Monday</u> , July 31, 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)
<i>Week #2:</i> <u>Friday</u> , August 11, 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
<i>No Class the Week of August 14-20: BYE WEEK</i>	Note: There will be no class this week.
<i>Week #3:</i> <u>Friday</u> , August 25, 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
<i>WEEK #4:</i> <u>Thursday</u> , August 31, 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

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
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Please Register by 6 p.m. on Friday, July 28, 2023 by visiting www.chla.com → Click on Events → Click on Calendar → Click on July 31, 2023, the starting day of the course.



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