



Industrial Skills

This program prepares participants for a wide range of entry-level blue-collar jobs, by combining classroom instruction in math and measurement, lab-based instruction in computer skills, and hands-on, workshop-based training in carpentry, plumbing and electrical. This training is supplemented with financial-education and job-readiness workshops. Job-placement and job-retention services are provided.

Trainee Eligibility Criteria:

- 18 or older
- income within guidelines
- able to do physical labor
- reading/math level 6th grade or higher
- resident of Illinois
- drug-free and sober
- eligible to work in USA

Career Opportunities:

production, warehousing, shipping, construction,
building maintenance, property management

Curriculum: turn page over

Program Length: 10 weeks

Training Days/Times: M – Th, 9:00 – 12:00

Next Available Start Date: January 28, 2008

Enrollment Cut-off Date: January 31, 2008

Cost: free

Staff Contact:

Verna Berryman, Client Services Coordinator
(773) 929-5552 ext. 228
vberryma_leed@hotmail.com



Industrial Skills + Literacy

This program combines hands-on, workshop-based training in carpentry, plumbing and electrical, with 100 hours of literacy training—so that participants learn vocational skills while at the same time improving their reading, writing, math and verbal presentation skills. Literacy is taught only in context, through an exercise, for example, in which the square footage of a room being measured for carpet is calculated using the geometric formula for area. This training is supplemented with financial-education and job-readiness workshops. Job-placement and job-retention services are provided.

Trainee Eligibility Criteria:

- 18 or older
- income within guidelines
- able to do physical labor
- reading/math level 5th grade or higher
- resident of Illinois
- drug-free and sober
- eligible to work in USA
- **CHA resident/relocatee on 10-1-99 list, in pre-occupancy stage**

Career Opportunities:

production, warehousing, shipping, construction, building maintenance, property management

Curriculum: turn page over

Program Length: 14 - 20 weeks

Training Days/Times: M + W, 1:30 – 4:30 **and** Tu + Th, 9:30 – 4:30

Next Available Start Date: January 15, 2008

Enrollment Cut-off Date: February 14, 2008

Cost: free

Staff Contact: Verna Berryman, Client Services Coordinator
(773) 929-5552 ext. 228
vberryman_leed@hotmail.com

LEED Council, 1866 N. Marcey, Chicago, IL 60614
(773) 929-5552 phone, (773) 929-6162 fax
www.leedcouncil.org



Computer Skills

This program prepares participants for a wide range of entry-level white-collar jobs, by teaching them computer fundamentals, starting, literally, with how to turn the computer on, and going on to provide instruction in the basics of word processing, through a module built around Microsoft Word, and the basics of using a spreadsheet, through a module built around Microsoft Excel. This training is supplemented with financial-education and job-readiness workshops. Job-placement and job-retention services are provided.

Trainee Eligibility Criteria:

- 18 or older
- income within guidelines
- reading/math level 6th grade or higher
- drug-free and sober
- eligible to work in USA

Career Opportunities:

office, front-desk, cashier and customer-service jobs in the manufacturing, service, hospitality and retail sectors

Curriculum: turn page over

Program Length: 6 weeks

Training Days/Times: M – Th, 9:30 – 12:00 **or** M – Th, 4:00 – 6:30

Next Available Start Date: March 10, 2008

Enrollment Cut-off Date: March 6, 2008

Cost: free

Staff Contact: Verna Berryman, Client Services Coordinator
(773) 929-5552 ext. 228
vberryman_leed@hotmail.com



Computer Skills + Literacy

This program combines 60 hours of instructor-led Computer Skills training, 60 hours of computer lab-based self-paced learning, and 100 hours of literacy training—so that participants learn vocational skills while at the same time improving their reading, writing, math and verbal presentation skills. Literacy is taught only in context, through an activity in which text from a software manual, for example, is used to build reading comprehension. This training is supplemented with financial-education and job-readiness workshops. Job-placement and job-retention services are provided.

Trainee Eligibility Criteria:

- 18 or older
- income within guidelines
- eligible to work in USA
- reading/math level 5th grade or higher
- resident of Illinois
- drug-free and sober
- **CHA resident/relocatee on 10-1-99 list, in pre-occupancy stage**

Career Opportunities:

office, front-desk, cashier and customer-service jobs in the manufacturing, service, hospitality and retail sectors

Curriculum: turn page over

Program Length: 14 - 20 weeks

Training Days/Times: M + W, 9:30 – 4:00 **and** Tu + Th, 1:30 – 4:00

Next Available Start Date: January 14, 2008

Enrollment Cut-off Date: February 7, 2008

Cost: free

Staff Contact: Verna Berryman, Client Services Coordinator
(773) 929-5552 ext. 228
vberryma_leed@hotmail.com



Entrepreneurship

This program is designed to teach the essentials of business planning, either to owners or managers of small enterprises, or to those who aspire to join their ranks. Covering everything from market research and product development to incorporation and cash flow management, it's a crash course in the managerial tools and techniques used by large, sophisticated companies, but it's aimed primarily at budding entrepreneurs and striving small-business types.

Trainee Eligibility Criteria:

- 18 or older
- drug-free and sober
- eligible to work in USA

Career Opportunities:

any type of small business—restaurant, dry cleaner, beauty salon, interior decorator, handyman, landscaper, etc.

Curriculum: turn page over

Program Length: 12 weeks

Training Days/Times: Tu, 6:30 – 8:30

Next Available Start Date: March 11, 2008

Enrollment Cut-off Date: March 6, 2008

Cost: \$50

Staff Contact:

Margie Gonwa
Workforce Development Director
(773) 929-5552 ext. 224
mrgonwa@hotmail.com



Financial Statements

This program takes an in-depth look at the income statement (profit and loss statement), the balance sheet, and the statement of cash flows. Participants thoroughly familiarize themselves with the structure of the statements “on paper,” then use a PC to plug numbers from their own businesses into spreadsheet versions of the statements built using Microsoft Excel. The program makes an ideal follow-on for graduates of our Entrepreneurship course, but is open to any small-business person wanting to enhance his or her knowledge and skills.

Trainee Eligibility Criteria:

- 18 or older
- eligible to work in USA
- drug-free and sober

Career Opportunities:

any type of small business—restaurant, dry cleaner, beauty salon, interior decorator, handyman, landscaper, etc.

Curriculum: turn page over

Program Length: 4 weeks

Training Days/Times: Tu, 6:30 – 8:30

Next Available Start Date: June 3, 2008

Enrollment Cut-off Date: May 29, 2008

Cost: \$50

Staff Contact:

Margie Gonwa
Workforce Development Director
(773) 929-5552 ext. 224
mrgonwa@hotmail.com