



Chicanos Por La Causa, Inc.

A PROMISE OF OPPORTUNITY

Dear Participant,

You have been selected to participate in the CPLC Career Development Institute. The Institute will take place on June 24 - 26, 2009 at the Four Points Sheraton located at 10220 North Metro Parkway, Phoenix, Arizona 85051. Break snacks and daily lunches are included.

The three-day culturally relevant curriculum is designed to provide practical information to enhance the upward mobility of entry-level managers. The design includes advice from key community leaders who share the lessons they have learned on their journey to success.

The key objectives of the Institute are:

- To assist participants in identifying the qualities and characteristics inherent in successful managers.
- To create awareness and practice skills that will enable participants to deal with the issues of ethnicity and its impact on career development.
- To practice skills dealing with communication, strategic thinking, leadership, decision-making, problem-solving and team dynamics.
- To provide an opportunity for participants to market their strengths and receive constructive feedback from others.
- To provide participants the opportunity to practice assertive presentation skills.
- To help participants understand organizational structures, cultures, and the unwritten rules that often become barriers to success.
- To discuss the future and value of the Latino market.

The Institute spans three days. Please adjust your schedule accordingly. If you are not able to attend all three days, please schedule for another time; partial days are not acceptable for successful completion. The Institute will begin at 8:00 a.m. each day and end at 5:00pm, please be on time. Homework and group work will be required after training on days one and two. The curriculum agenda and timeline is attached.

Please note that a **networking reception is scheduled for June 25th**, beginning at 5:30pm and should end at approximately 7:00pm. This “networking” event is part of the training and is designed to provide you with valuable information. Dress is business attire. Plan to attend, as discussion will take place the following day.

Participants are being asked to sign a consent form to participate in research. It is not a requirement for participation, but will be helpful and beneficial to evaluate the results and their impact on the development of entry-level managers. Please sign the attached consent form and bring it with you on the first day. **The attached *pre-assessment evaluation form is a requirement*** to attend and must be returned by June 5, 2009. Please complete and forward the pre-assessment evaluation to Martha Castaneda at Martha.castaneda@cplc.org

If you have any questions, please call Martha Castaneda at 602 307 5818 Ext.22

Sincerely,

Martha J. Castaneda
Director of Training