



Chicanos Por La Causa, Inc.

A PROMISE OF OPPORTUNITY

Dear Supervisor,

Thank you for your support of the CPLC Career Development Institute. We are excited about the opportunity to serve as a resource for the management development of entry-level managers. **The institute will take place on June 24 - 26, 2009** and will be held at the Four Points Sheraton in Phoenix, 10220 North Metro Parkway., 602 997 5900.

Classes will begin promptly at 8:00 a.m all three days. All participants are asked to sign-in and be prompt in arriving. There will also be team and individual homework assignments on the first and second day that could go past 5:00 p.m. Your staff should make appropriate arrangements to enable them to fully participate.

At the end of the second day, June 25th, a networking reception is scheduled at the site location. The reception is part of the curriculum and is designed to provide participants with hands on “networking” experiences. **You are encouraged to attend this event**, and invite other representatives from your company to make this a valuable experience for participants. The one hour reception begins at 5:30pm. We hope you are able to attend. The training schedule is attached for your information.

CPLC will be conducting research to evaluate the results of the training and its impact on each participant. We have asked participants to sign a consent form for research purposes, but this is not required to attend the training. Each participant has been asked to conduct a self-assessment of their skills and experience. This is confidential and will be helpful in focusing on their objectives and their personal development.

We are also asking for a **supervisor’s assessment** to help us work on areas that you feel would help further your staff’s development. *Please fill this out for each participant* and forward to Martha Castaneda at Martha.castaneda@cplc.org, by **June 5, 2009**. This information will not be shared with the participant.

Thank you once again for the privilege of being of service to you and your company. We look forward to a successful launch of the CPLC Career Development Institute and to working with your staff.

Best regards,

Sal Martinez
Vice President- Human Resources
602-257-0700