

**LOOKING TO GROW YOUR CAREER?  
LOOKING TO GET TO THE NEXT LEVEL?  
APPLY NOW!**

**GTHA/HUMBER HOTEL MANAGEMENT LEADERSHIP PROGRAM  
Candidate Profile Description and Program Details**

The GTHA/Humber Hotel Management Leadership Program is designed for exceptional middle-management employees in the hotel industry who are highly motivated, ambitious, and demonstrate a strong work ethic.

The purpose of this GTHA funded program is to prepare these individuals to become career-ready candidates for senior leadership positions in the hotel industry.

**The program consists of 8 different modules over 14 weeks:**

- communication and presentation skills
- hospitality marketing
- hospitality sales
- hotel management accounting
- human resources and hospitality law
- e-commerce
- revenue management
- hospitality leadership

Candidates interested in being considered for the GTHA/Humber Hotel Management Leadership Program are required to complete the enclosed application form and have their General Manager sign it. Completed applications **must be received no later than 5:00 PM on November 25th, 2019 by:**

- email to: [info@gtha.com](mailto:info@gtha.com) . You will receive a confirmation email once the application is received.

Twenty-five applicants will be accepted per cohort and will be notified in **December**. Late applications or applications not signed by the hotel General Manager will not be accepted. Further details on the program are included on the enclosed application form.

For more information please contact Emily Dickson, [edickson@gtha.com](mailto:edickson@gtha.com); 416-351-1276 ext 113.

**The GTHA reserves the right to select the chosen candidates. The GTHA reserves the right to cease a candidates participation in the program at any time.**

**GTHA/HUMBER HOTEL MANAGEMENT LEADERSHIP PROGRAM 2020  
APPLICATION FORM**

Orientation for accepted applicants will be held on January 16, 2020 with the program commencing on January 18th. The program runs for 14 Saturdays from January 18th to May 9th (excluding long weekends). Classes will be held from 8:30 AM to 5:00 PM at Humber College North Campus, (205 Humber College Boulevard, Toronto) with the occasional class at Humber's Lakeshore Campus, (3199 Lake Shore Blvd. W., Toronto).

Participants will be provided course materials, continental breakfast, a light working lunch, refreshments and Coffee/Tea breaks. Participants will complete a comprehensive summary report at the conclusion of all 8 training modules.

**Application Check-List:**

- Applicant to complete the application form
- Forward application to hotel General Manager for signing
- If the hotel General Manager would like to recommend that the applicant be considered for the program, please sign and return the application no later than **5:00 PM on November 25th, 2019** to [info@gtha.com](mailto:info@gtha.com). You will receive a confirmation email once the application is received.

Late applications or applications not signed by the hotel General Manager will not be accepted.

A copy of the GTHA Privacy Policy can be [obtained here](#).

**APPLICATION FORM**

**FIRST NAME:** \_\_\_\_\_ **LAST NAME:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**HOTEL NAME AND ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

In accordance with Canada's anti-spam legislation, the GTHA is requesting your consent to provide you with information that is relevant to you. By providing us with your contact information you are submitting your expressed consent to receive electronic messages from the GTHA, which include but is not limited to; newsletters, e-blasts, events, press releases, news and program updates from Humber and GTHA. You may withdraw your consent at any time by clicking on the "Unsubscribe" link at the bottom of every email or by emailing [info@gtha.com](mailto:info@gtha.com).

**GTHA privacy policy can be obtained here.**

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**A. WORK EXPERIENCE:** (Please list your positions starting with your current or most recent one. If all positions are with the same company, please give the major promotional sequence.)

POSITION	ORGANIZATION/ CITY	FROM - TO

**B. EDUCATION:** (List most recent first)

QUALIFICATION	INSTITUTION	FROM - TO

**C. PROFESSIONAL DEVELOPMENT/LIFE-LONG LEARNING:** (List most recent first)

CERTIFICATION/TRAINING	INSTITUTION	DATE (YY/MM)

**D. AWARDS/ACHIEVEMENTS:** (List most recent first)

AWARD	NAME	DATE (YY/MM)

**E. ANSWER THE FOLLOWING QUESTIONS**

- a) Please describe your current responsibilities.
  
  
  
  
  
  
  
  
  
  
- b) What are the challenges you face in helping your organization succeed? What areas of your leadership ability would you like to grow? Please provide examples as appropriate.
  
  
  
  
  
  
  
  
  
  
- c) Explain why you feel that you are a suitable candidate for the program?
  
  
  
  
  
  
  
  
  
  
- d) What are your career goals in the next three to five years and how do you think this program will help you achieve these goals?

e) What factor had the most influence on your decision to apply to this program?

Please indicate, by putting an "X" in the appropriate box, the amount of prior experience and familiarity you have with the following areas or activities.

	HIGH	MEDIUM	LOW	NONE
Microsoft Excel				
Communication Skills				
Presentation Skills				
Marketing				
Sales				
Accounting				
Human Resources				
Hospitality Law				
e-Commerce				
Revenue Management				

**F. REFERENCES**

List two individuals who could provide a reference in support of your application to the GTHA/Humber Hotel Management Leadership Program:

**Reference #1**

Name : \_\_\_\_\_

Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Reference #2**

Name : \_\_\_\_\_

Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**For General Manager Use ONLY**

\_\_\_\_\_  
General Manager, please print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

By signing the above, I recommend that the applicant be considered for the Greater Toronto Hotel Association/ Humber Hotel Management Leadership Program 2020. (Please check box)