

**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
This Program is for GTHA Members Hotels in good standing only**

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 26, 2018 by:**

- email to: gthanews@gtha.com or
- by mail to:
The Greater Toronto Hotel Association
207 Queens Quay W, Suite 404, Toronto ON M5J 1A7.

Twenty-five applicants will be accepted and will be notified in early December. Late applications or applications not signed by the hotel General Manager will not be accepted.

For more information please contact the GTHA office at 416-351-1276 or gthanews@gtha.com.

**GTHA/HUMBER HOTEL MANAGEMENT LEADERSHIP PROGRAM 2019
APPLICATION FORM**

Orientation for accepted applicants will be held on January 17, 2019 with the program commencing on January 19th. The program runs for 14 Saturdays from January 19th to May 11th (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).

Participants will be provided course materials, continental breakfast and working lunch. 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 26th, 2018** to GTHA, gthanews@gtha.com or to the GTHA Office by mail.

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.

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 2019. (Please check box)**