

Certified Hotel Administrator (CHA®) Recognition of Excellence!

GET YOUR MANAGERIAL SKILLS AND PROFESSIONAL EXPERIENCE RECOGNIZED

...through the most prestigious certification
for **General Managers** and **Hospitality Executives!**

CHA® acts as a formal recognition of the important skills of leadership and management at every level of a hospitality operation.

Upon completion, successful candidates will be fully equipped to take their hospitality operation to new heights.



From establishing a vision to executing it through correct employee management and continuing education, general managers and hospitality executives will have a new arsenal of tools to help them ensure the financial success of the hotel property under their management.

Endorsed by the **American Hotel & Lodging Educational Institute (AH&LEI).**

WHAT YOU WILL GAIN:

-  Knowledge and skills development through a high level of vocational training
-  Prestigious, global certification
-  Competitive advantage in a dynamic industry landscape
-  Higher growth opportunities in terms of salaries, promotions, and career development
-  Use of designation in letterheads, business cards, social media profiles, etc.

BENEFITS FOR THE HOSPITALITY BUSINESS

-  Highly trained Executive who will use knowledge and methodologies to advance and benefit the operations
-  Will proudly employ well-trained executives, certified by a world-renowned Certification Board.

Flexible self-study that can be adjusted according to your professional schedule!

PREREQUISITES:

To be eligible for the CHA® Certification, individuals must be employed and have at least two years of experience in any of the following positions:

- General Manager
- Hotel Owner/Operator
- Corporate Executive Regional Manager
- Corporate Director of Operations
- Assistant General Manager
- Director of Operations/Rooms Division

(eligible only after having successfully completed the CRDE Certification, or if individual has ultimate Corporate Responsibility for rooms, marketing, finance, food and beverage, revenue management, human resources or engineering at a hotel company responsible for the operation of two or more properties).

The time in position requirement can be **reduced by one year** if you meet the following conditions:

- One current AH&LEI department head certification
- A degree from an accredited academic institution

STEPS TO FOLLOW:

- Enroll
- Receive approval from AH&LEI
- Instructions for access to the CHA® Online Review will be emailed to you.
- Study period of 6 months for all 7 topics.
- Participate in Training review workshops in October - December 2021, for exam preparation.
- Take the CHA exam.

HOW TO APPLY FOR CHA®

- 1** Fill out the following form
- 2** Please attach the following:
 - Curriculum Vitae
 - A copy of your degree
 - Short description of your current position (150 words)
- 3** Send your application via email (info@polykarpouhrd.com)

As soon as your application is evaluated, you should receive an e-mail notification.

INSTRUCTORS



Spyros
Michaelides



Eugenios
Savva

TOPICS:

- Motivation & Leadership
- Food & Beverage Management
- Marketing and Sales
- Rooms Management
- Human Resources Management
- Financial Management
- Revenue Management

ENROLL NOW!

REFER TO NEXT PAGE FOR MORE INFORMATION

Tel: +357 25109025

Email: info@polykarpouhrd.com Web: www.polykarpouhrd.com

Certified Hotel Administrator (CHA®)

Review Sessions

November 2021 - March 2022

PARTICIPANTS INFORMATION

Full name	Position	Telephone	Email
1.			
2.			
3.			
4.			

COMPANY INFORMATION

Company Name Contact Person

Email: Telephone Fax:

COURSE INFORMATION:

Total training time is 28 days (4hours), 7 subjects, 4 days each.

🕒 Hours: 15:00 - 18:45 🖥️ Webinars / Online

Enrollment Fees: €1,000

After Subsidy: €834 + VAT (€475)

Initial Cost: €2,500 + VAT (€475)



The programme has been approved by the HRDA.
Enterprises participating with their employees who satisfy HRDA's criteria, are entitled to subsidy.

REGISTER NOW!

INFORMATION - REGISTRATIONS

Tel: +357 25109025 Fax: +357 25104450
Email: info@polykarpouhrd.com Web: www.polykarpouhrd.com

