

DEC 3 '51

ALLEGHENY COLLEGE LIBRARY

Job Training

*for women
and girls*

offered by
local trade
and high
schools

*Prepared in
collaboration with
Federal Security Agency,
Office of Education*

U. S. DEPARTMENT OF LABOR
Maurice J. Tobin, Secretary

WOMEN'S BUREAU
Frieda S. Miller, Director
Washington: 1951

Leaflet 7

GIRLS

WOMEN

DO YOU KNOW—

About the training classes now offered in local trade or high schools?

Women of legal working age are eligible for *daytime or evening* classes.

If your school district has no class to meet your needs, ask the school superintendent about starting one.

In most cases this training is *free*.

What courses are offered?

Almost every large community offers training to women who want jobs in—

beauty shops
garment factories
restaurants and cafeterias
offices
cleaning and dyeing shops

Instruction is also offered for—

hotel service and management
practical nursing
doctors' and dentists' assistants
interior decorating
janitor service
tailoring and dressmaking
pattern drafting and grading
millinery
fur cutting and making
dress designing

If you want to be a saleswoman you can choose a course in selling—real estate—clothing—groceries—electrical appliances—home furnishings—or many other lines. Courses for store executives and supervisors can be organized.

As the need arises, courses may be set up to train for production work in manufacturing establishments, and for defense industries.

Who can take this training?

- ▶ women on the job who want to increase their skill or learn a new skill.
- ▶ women temporarily out of a job.
- ▶ women without work experience.
- ▶ high-school graduates who want to train for wage-earning.
- ▶ girls whose schooling was interrupted and who want further training on a part-time basis.

How long do courses last?

Girls enrolled in trade courses in daytime high schools attend trade classes at least 3 hours a day, 5 days a week, 9 months a year.

Women who work full time usually attend 4 hours a week for 36 weeks (two evening classes of 2 hours each). Women who work in the evening, or who work only part time, may attend daytime classes.

Each class must meet regularly for the number of times arranged. Most courses are made up of short units which vary in length, and which can be completed one at a time.

Where are classes held?

Usually classes meet in a public school building specially equipped for this kind of training. However, classes may be held elsewhere.

Some States pay for transportation to a nearby community.

Some States have equipped automobile trailers as classrooms and workshops which travel from place to place giving highly specialized training.

Who pays the cost?

Your local, State, and Federal Governments, through the public schools, pay for the operation of these courses, which are generally free. In some States there is a small fee for materials and textbooks; in some, women over 21 may be charged a small tuition.

Usually there is a charge for students not resident in the school district providing the training.

If trade courses are not offered in your community, ask your local school superintendent about State and Federal funds available for vocational training through your State Board for Vocational Education.

Who are the teachers?

The courses are taught by instructors in your local trade schools, or by well-qualified practical workmen who know their trade and how to teach it.

If need be, qualified teachers can be brought into the community.

How to get a class started

There must be a group of 10 or more who want the same course.

Those who enroll must be considered able to benefit by the instruction. They must be prepared to attend the class for the required number of hours.

Workers and employers may join in a request to the school superintendent to start a new course.

It may take some time to get a new class started. The school will want to check with both workers and employers in the industry as to estimated needs for additional workers. Special equipment and a meeting place may have to be obtained.

As starting a class sometimes depends on the requests that come in, do not hesitate to ask for what you want.

In many cities classes to suit your needs are already in operation. Ask about enrolling.

If you are 35, 40, or over . . .

and have difficulty in finding a job, you may improve your prospects by trying a new field.

Too often older women think only of office work, when other types of work may offer them more opportunities. Some sort of work for pay can be found by trained or experienced women in almost any community. Older women especially need to be expert.

*

With training, you can become a power-machine stitcher, a saleswoman in any one of a number of fields, or a housekeeper in a hotel, a hospital, or an institution. You can learn to do tailoring and alterations, and a multitude of other things.

*

If you have the capital and the ability necessary to open a shop or store, you can learn how to run your own business, the risks involved, and how to judge the state of the market. Ask for a class in "How to Run a Small Business."

*

Mature women need not find their age a bar to employment today, provided they choose a suitable field and get the proper training.

What can women do through their organized groups?

Women's groups who want to improve vocational training facilities for girls and women in their area can do these things:

- 1 Obtain able representation on local school boards, and on State and local advisory committees on vocational education.
- 2 Help in local drives to raise funds for facilities and equipment needed for trade classes.
- 3 Keep informed on kinds of training being offered and on whether the women who receive training find jobs in which they use it.
- 4 Spread information about available training classes, and refer women wanting training to the proper officials.
- 5 See that there is full opportunity for women, regardless of race, national origin, age, marital status, to obtain training for available jobs.
- 6 Cooperate in initiating or making surveys that will keep training courses up-to-date and add new ones, as the needs of the community change.

Are you planning for the future?

Here are a few samples of the job training women and girls are now getting all over the country:

- ▶ Courses at Springfield (Mass.) Trade High School and at Essex County (N. J.) Vocational Technical High School teach both the office and the technical skills needed to be a *dentist's assistant*.
- ▶ In South Carolina, girls who want to work in *beauty parlors* are taking courses in cosmetology in a number of trade schools.
- ▶ *Quantity food preparation and service* are taught at the Edison Technical School in Seattle, Wash.
- ▶ Courses in *trade dressmaking, tailoring, designing, and garment manufacture* are given in the Los Angeles (Calif.) Trade Technical Junior College.
- ▶ *Practical nurses* are trained in the Manley Trade School in Chicago, Ill., and receive their work experience in local hospitals.
- ▶ A complete course in *cleaning and dyeing* is given at the Margaret Murray Washington Vocational High School, Washington, D. C.

Training takes time and planning but, if wisely chosen, will prepare you for the future with its changes.

Here is your chance—

- ▶ Learn a trade if you have never worked.
- ▶ Increase your skill in your present work.
- ▶ Train for a better job.

To find what training you should take—

If you do not know what course to take, find a person who knows how to help you decide.

Such places as your public employment office, public school, local counseling center, or trade union offer counseling service.

Ask the counselor about learning a new skill or becoming more expert in your present work.

To find out about classes in your community—

Go to your local school superintendent or to the director of vocational education in your community, and inquire what classes are available.

To find out about the training program in your State—

Write to your State Director of Vocational
Education, at the address shown below :

Alabama, Montgomery.	New Hampshire, Concord.
Arizona, Phoenix.	New Jersey, Trenton.
Arkansas, Little Rock.	New Mexico, Santa Fe.
California, Sacramento.	New York, Albany.
Colorado, Denver.	North Carolina, Raleigh.
Connecticut, Hartford.	North Dakota, Wahpeton.
Delaware, Newark.	Ohio, Columbus.
District of Columbia, Washington.	Oklahoma, Stillwater.
Florida, Tallahassee.	Oregon, Salem.
Georgia, Atlanta.	Pennsylvania, Harrisburg.
Idaho, Boise.	Rhode Island, Providence.
Illinois, Springfield.	South Carolina, Columbia.
Indiana, Indianapolis.	South Dakota, Pierre.
Iowa, Des Moines.	Tennessee, Nashville.
Kansas, Topeka.	Texas, Austin.
Kentucky, Frankfort.	Utah, Salt Lake City.
Louisiana, Baton Rouge.	Vermont, Montpelier.
Maine, Augusta.	Virginia, Richmond.
Maryland, Baltimore.	Washington, Olympia.
Massachusetts, Boston.	West Virginia, Charleston.
Michigan, Lansing.	Wisconsin, Madison.
Minnesota, St. Paul.	Wyoming, Cheyenne.
Mississippi, Jackson.	
Missouri, Jefferson City.	
Montana, Helena.	
Nebraska, Lincoln.	
Nevada, Carson City.	

*Besides the kind of training described in
this leaflet, there are on-the-job and ap-
prenticeship training programs; for infor-
mation, write to the U. S. Department of
Labor, Washington 25, D. C.*



16-65594-1 U. S. GOVERNMENT PRINTING OFFICE

For sale by the Superintendent of Documents
U. S. Government Printing Office
Washington 25, D. C.
Price 10 cents.