

here are a few examples of **SUCCESSFUL 4-WEEK TRAINING PROGRAMS** for—

power sewing-machine operators

A community project in Hazleton, Pa., offers free training for power-sewing machine operators. A majority of the students were women over 35, and over three-fourths of the graduates were placed in the local needle-trades industry. Trainees are selected by the public Employment Service. The course is given in a vacant school and taught by instructors paid by the State Department of Public Instruction on machines donated by the Hazleton Chamber of Commerce and a local firm of machine distributors.

nurse aides

For several years, 33 city-operated hospitals in New York have conducted a free training program for nurse aides in order to insure better care for patients. Many of the trainees are mature women. Information on a group of 100 trainees who were over 35 shows that 81 completed the course and were assigned to regular jobs as nurse aides in hospitals.

waitresses or hostesses

The Board of Education in Washington, D. C., and the local restaurant association operate a joint project to supply needed workers and, at the same time, provide the training needed by mature women job seekers.

This free course trains women to be waitresses, hostesses, and cashiers. The majority of the trainees are between 40 and 60, and almost all obtain jobs.

These and training programs in other fields, requiring from a month to a year or a year and a half, are among the 23 programs described in a Women's Bureau report, "Training Mature Women for Employment." Included are projects to train women as

hotel housekeepers
clothing construction and alteration workers
beauty-service operators
assemblers or inspectors in electronics plants
practical nurses

RECENT STUDIES SHOW THAT—

Women in their forties, fifties, and over can learn new work skills.

Learning a skill depends on individual ability, regardless of age.

Learning good work habits and attitudes is as important as learning how to do a particular job.

Many middle-aged and older women who had not been employed for many years were able to learn a skill, get a job, do that job well, and so fill a community need.

Training programs are most successful when geared completely to preparing students for a job, when trainees are carefully selected, when the classes are small, and when a considerable amount of practical training or practice work is included.

Mature women without recent work experience need individualized counseling, training, and placement services.

Resources to supply the special counseling, training, and placement needs of mature women job-seekers can be found in established community organizations which recognize these needs and adapt their existing services to meet them.

A recent study made by the Women's Bureau of 23 training programs may be purchased from the Superintendent of Documents, Government Printing Office, Washington 25, D. C.: Training Mature Women for Employment (Women's Bureau Bulletin 256). 1955. Price 25 cents.

U. S. GOVERNMENT PRINTING OFFICE: 1954

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what a COMMUNITY can do

to TRAIN Mature Women for JOBS

UNITED STATES DEPARTMENT OF LABOR

James P. Mitchell, *Secretary*

WOMEN'S BUREAU

Mrs. Alice K. Leopold, *Director*



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WHERE TO START . . .

If you think a community program to train mature women for employment is desirable—

you may be interested in what individuals and organizations in other communities have tried successfully.

There are many ways of making a start—for example, by

Checking your local needs:

How many mature women in your community are in need of learning *marketable skills*?

What does your local labor market offer now—and in the near future—in way of jobs?

Exploring your resources:

Are there skill-development programs for *adult women* in the following types of agencies?

- public schools
- private vocational and commercial schools
- rehabilitation agencies
- public and private welfare groups

Are class hours and teaching methods suitable to the requirements of candidates?

Getting more information:

What is the experience of nearby towns or cities with training projects of this kind?

What information can be obtained from citizens' organizations, women's groups, business and professional societies about programs they are sponsoring?

Enlisting community cooperation:

Consult with members of your service club, civic group, professional society, employer or trade organization, labor union, town council or board, church group, or special committee for a related public interest.

HOW TO CHECK — EXPLORE — DISCOVER . . .

Your *local State employment office* will help your organization obtain information about the number of mature women who are seeking jobs and need to develop skills. They can also tell you something about the kinds of skills that are *marketable*, and where job opportunities and labor shortages exist.

Chambers of commerce, boards of trade, and management associations often know where labor shortages exist and where more trained workers are needed. They can help to relate community training programs to the needs of employers and women workers.

Adult education groups and teachers know the differences in learning problems between the young and the mature student. They may be able to advise about some of the technical details of training programs, and also may suggest ways and means of setting up courses or classes.

Boards of education with vocational training programs will be interested in assisting if your organization can show a need for setting up new courses for mature students or opening present courses to them.

Social welfare councils or community chest agencies and their special committees and study groups on the needs of a population that is growing older may have surveys, or information on resources for training mature women for jobs.

You may find a *new sponsor or an established foundation* willing to set up a pilot project for the training of mature women in the kind of skills that will best serve the interests of employers, the women job-seekers, and the community.

WHAT NEEDS TO BE DONE . . .

In almost any town or city there are probably a number of women past 35 who need paid employment—but who have not been trained for work outside the home, or who need their skills (learned long ago) brought up to date.

Many of these women can be trained and can secure jobs if they are willing to learn, if the community is willing to supply training, counseling, and placement facilities, and if employers are willing to hire competent workers regardless of age.

If Yourtown (or Anytown, U. S. A.) has

adult training opportunities,

mature women can become qualified, in a fairly short time, to fill labor shortages in local

- stores
- hotels
- hospitals
- doctors' offices
- factories
- restaurants
- beauty shops
- private homes
- institutions

If you want to help extend such training opportunities, or

If Yourtown is without training facilities for adult women, and you want to help set them up—

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