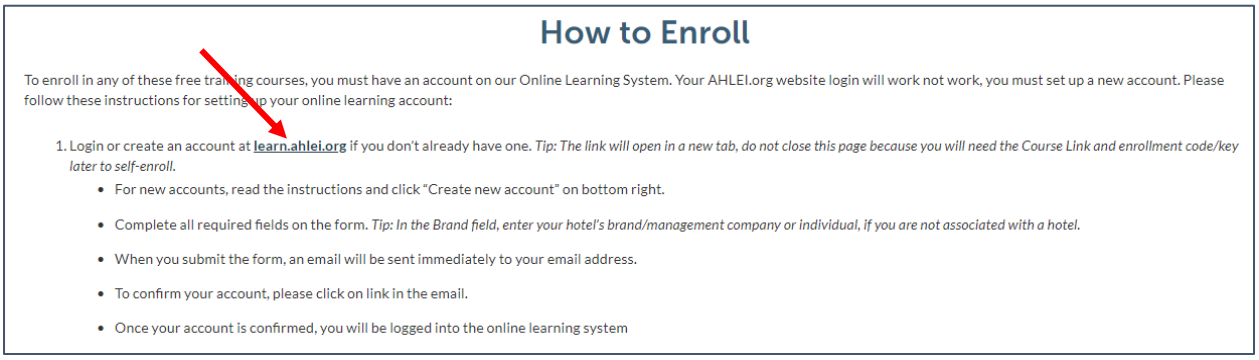
Free Hospitality Career Training

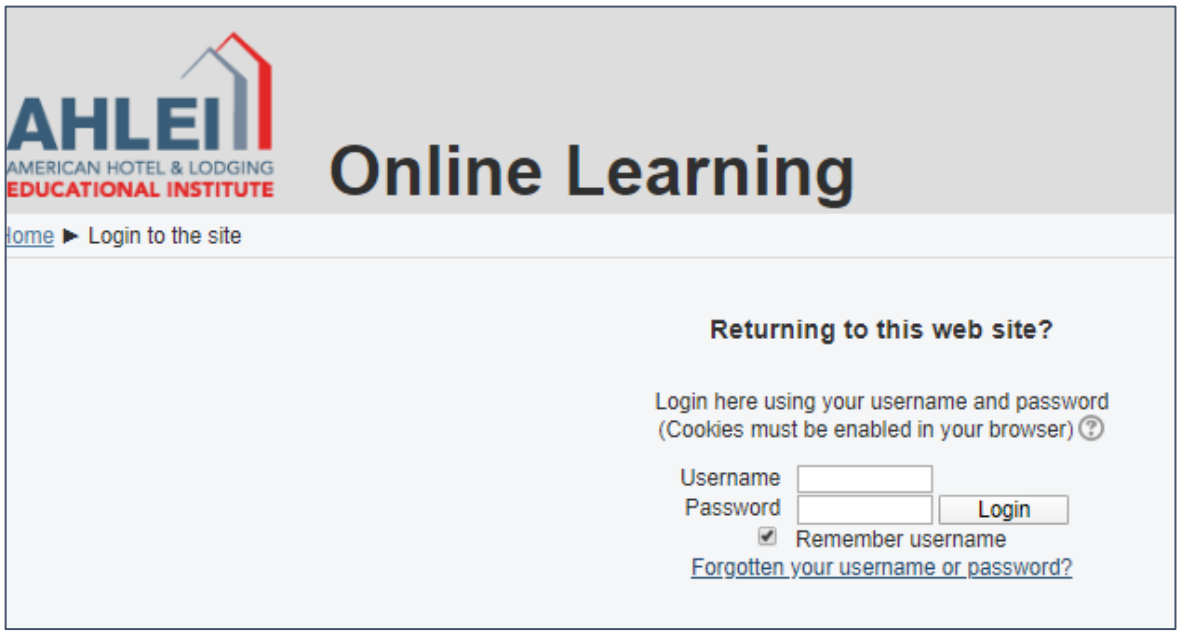
How-To Guide

Access Courses

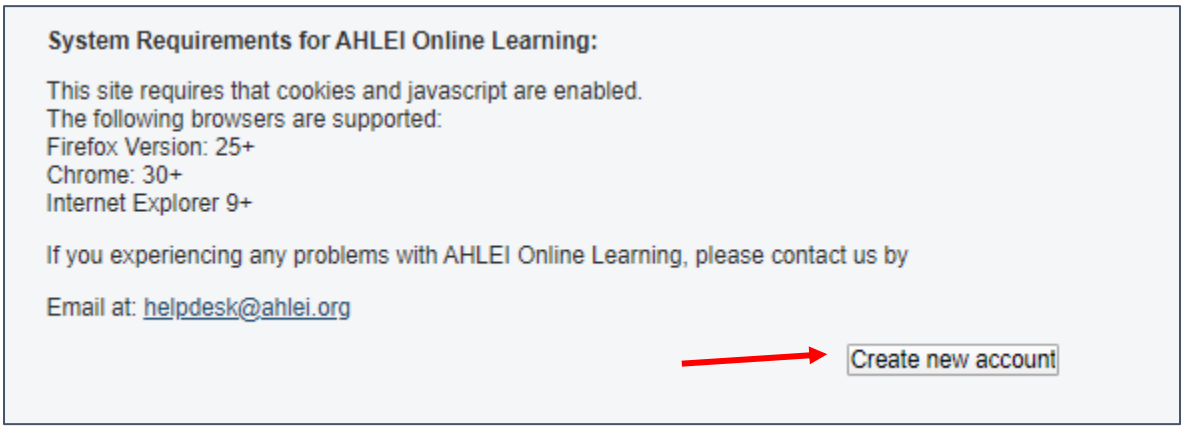
1. Visit ahlei.org/free-training
2. Click the link to access the Learn learning management system:



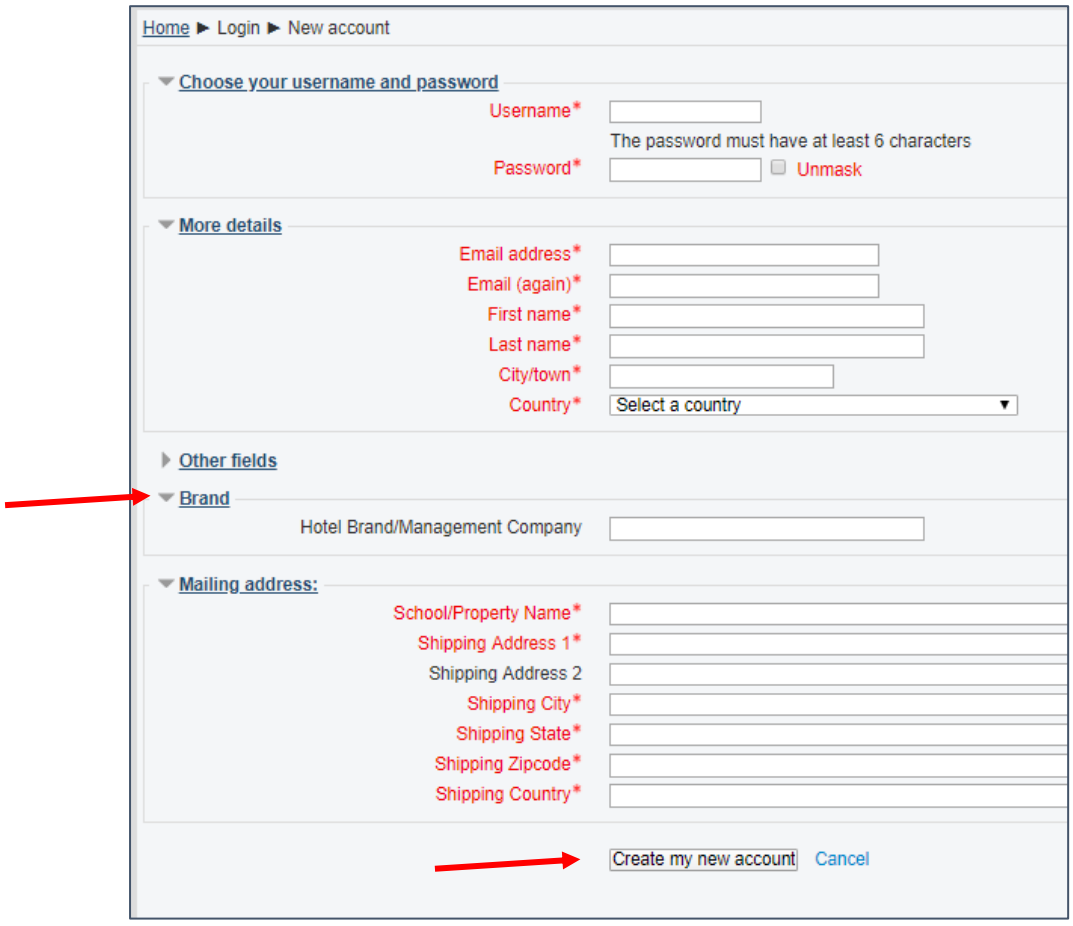
3. If you already have a learn.ahlei.org account, login with your username and password and move on to Step 7:



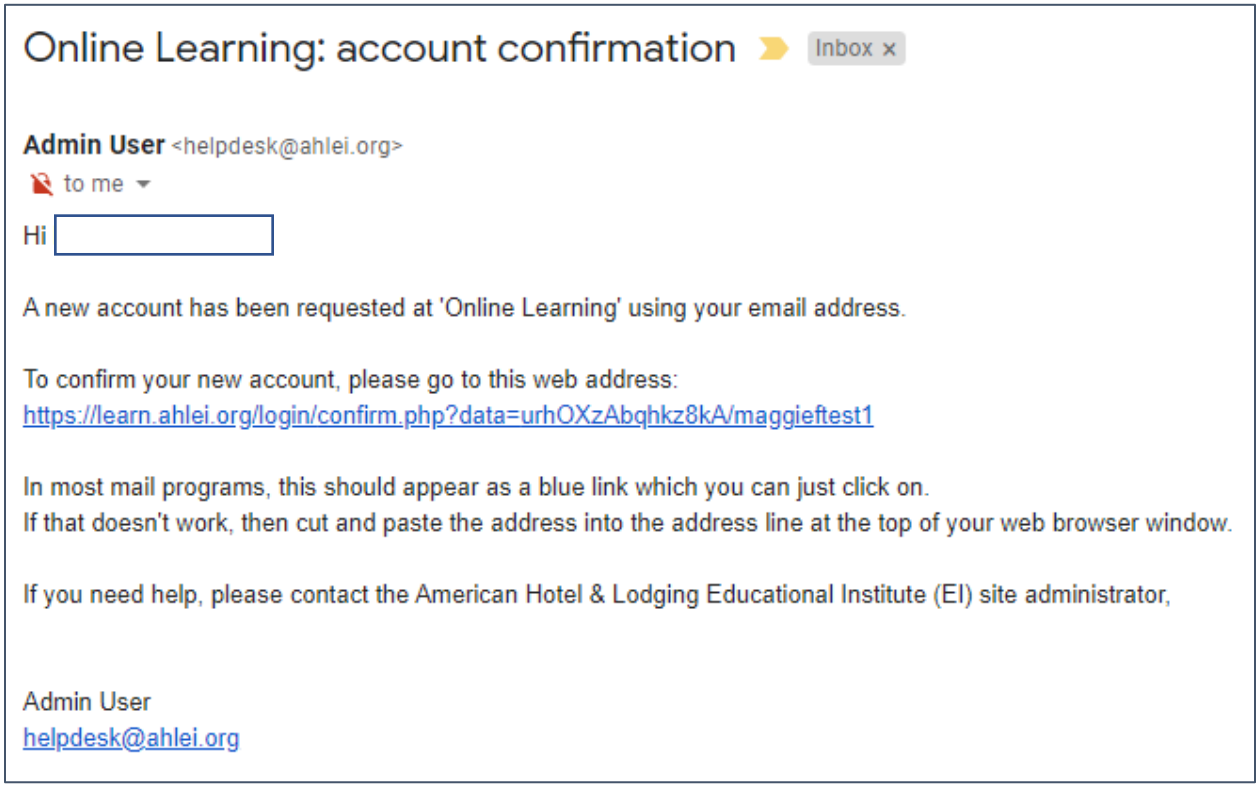
4. If you do not already have a login, click on “Create new account” on bottom right of page:



5. Fill in all required fields. *Be sure to click on the Brand tab to enter your hotel brand/management company, or enter “individual”, if you are not associated with a hotel.*Then click “Create my new account”:



6. Check your email and click the link to confirm your account. You will then be logged into learn.ahlei.org:



Online Learning: account confirmation Inbox ×

Admin User <helpdesk@ahlei.org>
to me

Hi

A new account has been requested at 'Online Learning' using your email address.

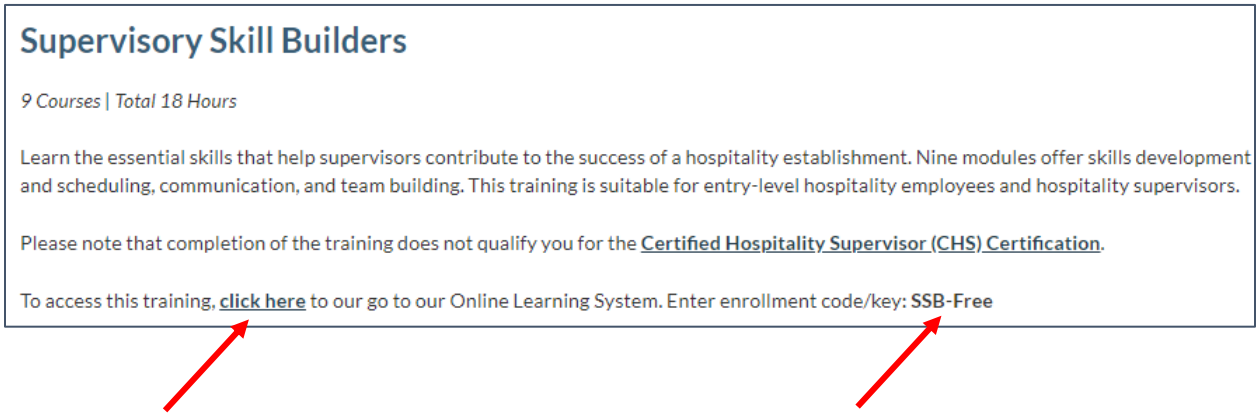
To confirm your new account, please go to this web address:
https://learn.ahlei.org/login/confirm.php?data=urhOXzAbqhkz8kA/maggieftest1

In most mail programs, this should appear as a blue link which you can just click on.
If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the American Hotel & Lodging Educational Institute (EI) site administrator,

Admin User
helpdesk@ahlei.org

7. Go to ahlei.org/free-training and choose the Course Link for the course(s) you want to access. Note the Enrollment Code you'll need to enter:



Supervisory Skill Builders

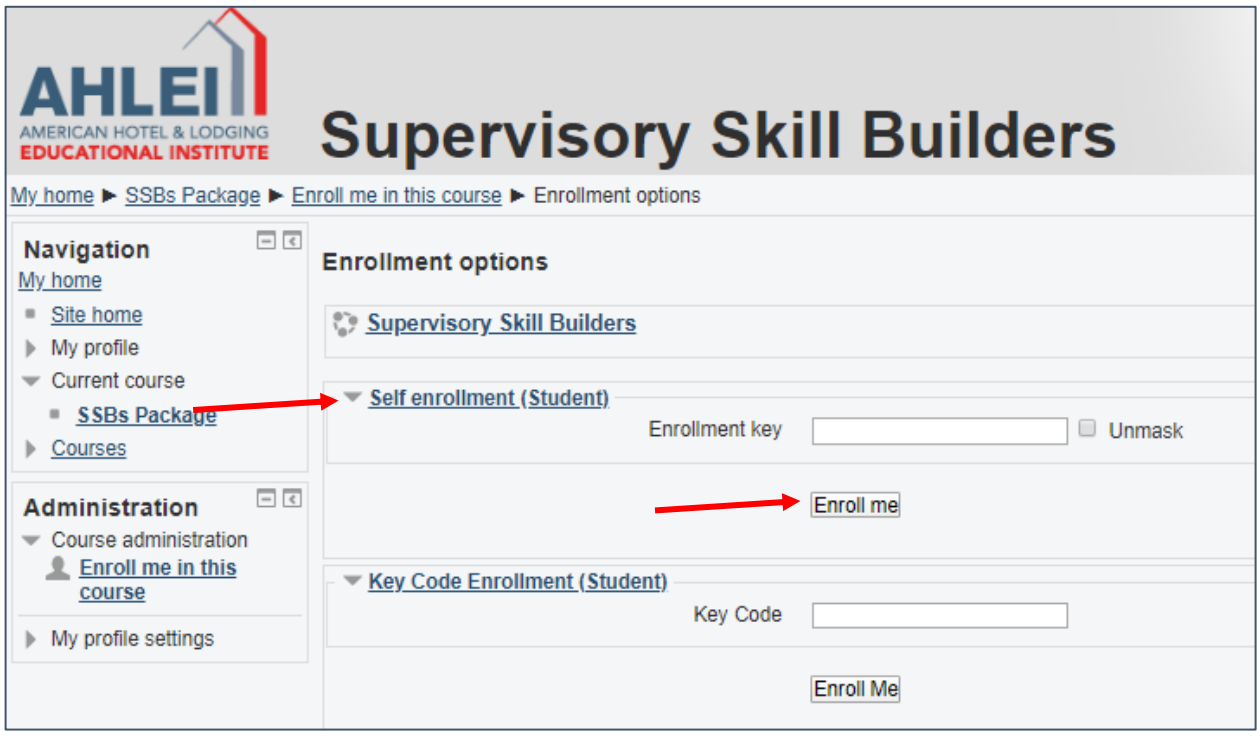
9 Courses | Total 18 Hours

Learn the essential skills that help supervisors contribute to the success of a hospitality establishment. Nine modules offer skills development and scheduling, communication, and team building. This training is suitable for entry-level hospitality employees and hospitality supervisors.

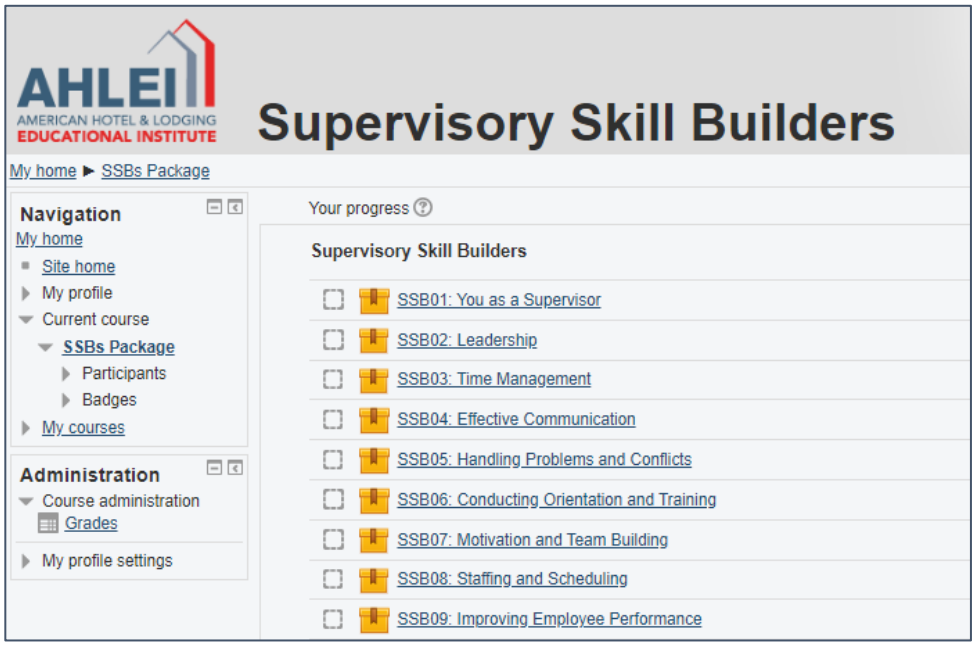
Please note that completion of the training does not qualify you for the Certified Hospitality Supervisor (CHS) Certification.

To access this training, click here to our go to our Online Learning System. Enter enrollment code/key: **SSB-Free**

8. In the Self enrollment (Student) field, enter the Enrollment Code/Key and click “Enroll me”:

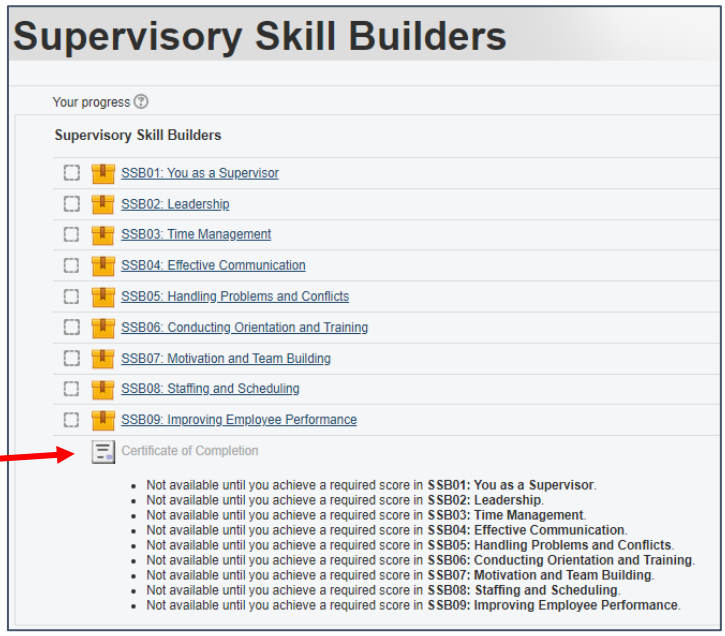


9. Start your training course:

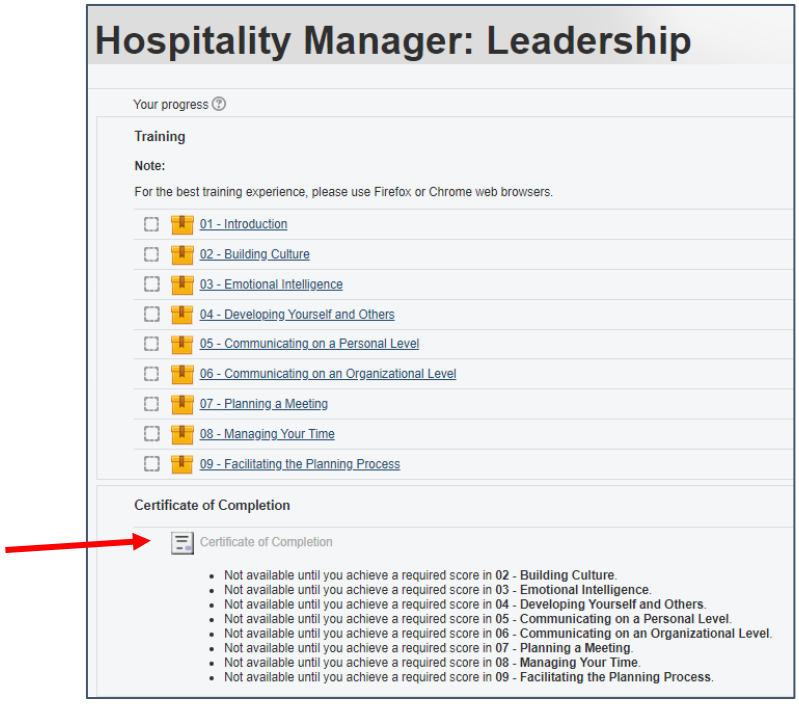


Record of Training

Supervisory Skill Builders: Certificate of completion is available via Learn once all 9 quizzes are passed. PDF certificate should be saved by user.



Hospitality Manager: Leadership: Certificate of completion is available via Learn once 8 quizzes (1 per module) are passed. 70% is passing score. PDF certificate should be saved by user.



CHA Online Review: User can view quiz grades in Learn via Administration > Grades at any time. 70% is passing score. User would need to print page or capture screenshot as a record of training.