

Mass Workforce Issuance

Workforce Issuance No. 07-18

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Director
Division of Career Services

Date: April 6, 2007

Subject: **Two Part “Train-the Trainer” Sessions for Specified Career Center Staff**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and local workforce investment partners of the rollout of a *combined*, three-day Train-the-Trainer Program to be conducted with specified workforce investment staff (see below) in conjunction with the terms of two distinct, but related Division of Career Services (DCS) Interagency Service Agreements (ISAs): one between DCS and the Institute for Community Inclusion (ICI) and a second between DCS and the Massachusetts Department of Education (DOE).

Background: Under the ICI agreement, DCS was awarded a Massachusetts Medicaid Infrastructure and Comprehensive Employment Opportunities Grant to support strengthened participation of individuals with disabilities (including mature workers and welfare recipients) in the One-Stop Career Center system by increasing their utilization of core employment services at the local level. Under the terms of the grant DCS developed a *Train-the-Trainer* curriculum that will specifically support the Commonwealth’s efforts to meet the goal of broader participation of this underserved population as part of the system’s customer base, as well as provide tools for education and outreach to the business community.

This part of the training will occur on Days One and Two of the scheduled three-day training program.

The second part of the training relates to the Bridges to Practice Program, part of a nationwide effort to increase awareness about Learning Disabilities. The

training will focus on the indicators and characteristics of learning disabilities. These indicators include: preparing to serve adults with learning disabilities, recognizing the characteristics of learning disabilities, understanding assessment process through the utilization of the screening/research tools, the teaching and learning process of individuals with learning disabilities, and the instructional strategies to provide services to learning disabled individuals.

This training will occur on Day Three of the three-day program.

The guidelines for these two projects require DCS to deliver a *Train-the-Trainer* Program to educate staff and improve job placement outcomes for this underserved population. The following staff are encouraged to participate in the full three-day *Train-the-Trainer* program:

- Disability Program Navigators (DPNs),
- New Perspectives (NP) staff, and
- Business Service Representative (BSR) / Job Developer (JDs)

It is expected that the designated individuals who participate in this training program will subsequently provide this training to other staff members in their local areas.

The schedule for the upcoming three-day training programs is as follows:

- May 30, 31, and June 1 (Worcester Field Management Office: 9:00am – 4:00pm)
<http://www.massworkforce.org/ResourceCenter/Directions/DIRECTIONS%2009%2001%20062.pdf>
- June 5, 6 and 8 (Quincy Career Center: 9:00am – 4:00pm)
http://www.quincycareercenter.org/e-learning_page.htm
- June 19, 20, and 21-(The Career Center of Lowell: 9:00am – 4:00pm)
<http://www.careercenteroflowell.org/>

Action

Required: Distribute copies of this issuance to the appropriate staff and ensure they register for a training session of their choice.

Note: Additionally, as space allows, other career center staff that work with individuals with learning disabilities may register and participate in *Day Three*, *only* of the three day training sessions. Those participants will receive confirmation via email once it is determined there is space available for additional participants on Day Three.

Register On-line at: <http://intranet.detma.org/training/registrationform.htm> or by e-mail at HRTRNG@detma.org. Please obtain the approval of your supervisor *before* registering for any training. All registrations will be confirmed via email.

Inquiries: Please direct all inquiries to Pat Bruno at pbruno@detma.org. Please reference this Issuance number with your inquiry.

References: MassWorkforce Issuance No. 06-68 Massachusetts Medicaid Infrastructure and Comprehensive Employment Opportunities Grant (issued: 10/17/06)