

Mass Workforce Issuance

Workforce Issuance No. 09-61

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 Regional Managers

cc: WIA State Partners

From: Michael Taylor, Director
Department of Workforce Development

Nancy Snyder, President
Commonwealth Corporation

Date: August 28, 2009

Subject: **WIA Youth Fall Training Schedule**

Purpose: To inform local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners about the upcoming WIA Youth fall training schedule.

Schedule: Sept. 15, WIA Youth 101, Quincy High School, 1-4
Sept. 16, WIA Youth 101, Workforce Central, 1-4
Sept. 17, WIA 101, Lowell Career Center, 9-12
Sept. 29, WIA Youth Eligibility, Quincy High School, 9:30 – 3
Sept. 30, WIA Youth Eligibility, Worcester Technical High School, 9:30 – 3
Oct. 15, WIA Youth Program Design Elements: Quincy High School 9:30 – 3
Oct. 16, WIA Youth Program Design Elements: Worcester Tech. HS 9:30 – 3

Action Required: Please notify youth program staff and vendors about these training opportunities. Priority should be given to staffers who are new to the WIA youth program. Individuals needing a refresher are encouraged to attend. A brief description of the training and target audience is provided below. You may view directions and register to attend the sessions listed below by clicking on the “123Signup” URL link that corresponds with the training sites below. Please note each training date listed has a separate URL link.

WIA Youth 101 (Basics)

Description: This half day training is the most basic module in the training menu. Attendees will be presented with a broad overview of the workforce system in Massachusetts. The training explores several key elements of the Title I Workforce Investment Act, including an overview of WIA in Massachusetts, fundamental aspects of eligibility, program design elements, and performance measures. Attendees can anticipate listening to a presentation and being involved in some small group work. See registration link for more descriptions.

Audience: This training is intended for new staff and beginners to the workforce system. (20 person limit, no exceptions.)

Location and Times:

Quincy Career Center 152 Parkingway Quincy, MA 02169	September 15, 2009 1:00 pm – 4:00 pm
“123 Signup” Registration URL: https://www.123signup.com/event?id=jmzvz	
Workforce Central 44 Front Street (6 th floor) Worcester, MA 01608	September 16, 2009 1:00 pm – 4:00 pm
“123 Signup” Registration URL: https://www.123signup.com/event?id=jmzvz	
Career Center of Greater Lowell 18 John Street Lowell, MA 01852	September 17, 2009 9:00 am – 12:00 pm
“123 Signup” Registration URL: https://www.123signup.com/event?id=jmzsg	

WIA Youth Eligibility

Description: The full day eligibility session is an intermediate to advanced training to provide attendees with a working knowledge of the Title I WIA eligibility policies and procedures in Massachusetts. The training will address the fundamental eligibility requirements and illustrate some tools that are used in the field for documenting basic criteria, income, participant barriers. During the session there will be an opportunity for participants to work in small group settings that will include a review of a mock file folder, case studies and worksheets. Participants are encouraged to bring examples of challenges and successes with determining and documenting eligibility (past, present and anonymous) for group discussion. There will be some pre-work for registered participants. (Lunch provided).

Audience: This training is intended for anyone who is currently working with clients or who is in a supervisory role. (20 person limit, no exceptions.)

Location and Times:

Quincy High School 159 Burgin Parkway Quincy, MA 02169	September 29, 2009 9:30 am – 3:00 pm
“123 Signup” Registration URL: https://www.123signup.com/event?id=jmzbp	

Worcester Technical High School 1 Skyline Drive Worcester, MA 01605	September 30, 2009 9:30 am – 3:00pm
“123 Signup” Registration URL: https://www.123signup.com/event?id=jmzdi	

WIA Youth Program Design Elements

Description: The full day program design element training is an intermediate to advanced session. It will cover the three main areas of the program design including intake and assessment (framework services), development and usage of the individual service strategy (ISS), and the ten program service elements (10 elements). Participants will be involved in small group work using case studies and worksheets and open dialogue about these program design elements. Participants are encouraged to bring their own examples of challenges and successes in their program design. There will be some pre-work for registered participants. (Lunch provided).

Audience: This training is intended for anyone who is currently working with clients or who is in a supervisory role. (20 person limit, no exceptions.)

Location and Times:

Quincy High School 52 Coddington Street Quincy, MA 02169	October 15, 2009 9:30 am – 3:00pm
“123 Signup” Registration URL: https://www.123signup.com/event?id=jmzdk	

Worcester Technical High School 1 Skyline Drive Worcester, MA 01605	October 16, 2009 9:30 am – 3:00pm
“123 Signup” Registration URL: https://www.123signup.com/event?id=jmzdr	

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