

# Mass Workforce Issuance

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**Workforce Issuance No. 09-62**

Policy  Information

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**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

**Date:** September 4, 2009

**Subject:** **Training for the New Career Center Seminar Presentation**

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**Purpose:** To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the schedule for five, half-day training sessions for the newly designed Career Center Seminar (CCS) presentation, facilitator's guide and related handout materials.

**Background:** As part of the new Massachusetts Reemployment Services initiative, it was determined that a new, updated and more customer friendly CCS was needed. A workgroup consisting of WIB and career center management and front line staff met over a period of four months to develop a revised presentation and related materials, including a revamped facilitator's guide.

A training curriculum has also been developed to prepare staff to effectively conduct the new CCS presentation.

Who should attend?

The half-day training session is intended for supervisors and designated career center staff who will be responsible for conducting the Career Center Seminar. It is recommended that attendance be limited to no more than three individuals from each career center (with the intention that attendees will then train additional staff of their career center as needed).

What does the training cover?

- An overview of the new *Connecting Claimants to Career Centers* seminar including the facilitator's guide.
- An overview of the technological components (MOSES & UI Procedures) of the program and how they will impact implementation.

**Training Schedule**

<b>Date</b>	<b>Time</b>	<b>Location</b>
Friday, September 18	9:30am -12:30pm	Quincy Career Center 152 Parkingway, Quincy
Thursday, September 24	9:30am -12:30pm	FutureWorks One Federal St [B103-3], Springfield
Tuesday, September 29	9:30am -12:30pm	Central Mass REB 44 Front St [Suite 300], Worcester
Tuesday, October 6	9:30am -12:30pm	Career Center of Lowell 18 John St., Lowell
Tuesday, October 13	9:30am -12:30pm	Employment & Training Resources 275 Prospect St., Norwood

**Note: Same content each day – participants may attend any session.**

Directions are attached (Attachment A)

**Required:** Please assure that all appropriate staff register in advance. Attendees should email their: name, career center location, telephone number and date they wish to attend to Nikisha Glasgow at [nglasgow@detma.org](mailto:nglasgow@detma.org).

**Inquiries:** Please direct inquiries to Alex Lawn: 617-626-5239 or [alawn@detma.org](mailto:alawn@detma.org). Please note the number and title of this issuance with any inquiry.