

Mass Workforce Issuance

Workforce Issuance No. 11-01

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

Date: January 5, 2011

Subject: **QUEST Liaison and REA Specialist Training Schedule**

Purpose: To notify local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the upcoming Career Center QUEST Liaison and REA Specialist training schedule. Two training sessions are scheduled for Quest Liaisons and two sessions are scheduled for REA Managers/Specialists.

Background: The Career Center QUEST Liaison training sessions will update participants on the status of QUEST and introduce the new QUEST screens. The sessions will prepare career center staff designated as QUEST Liaisons to provide information to UI “Walk-in” staff and other career center colleagues.

The REA sessions will review program goals and productivity, answer policy and procedure questions and share best practices. The sessions will also review updates to MOSES.

The Career Center Quest Liaison sessions are scheduled for the morning from 9:30 am -11:00 am. The REA sessions will be held on the same day as the Quest sessions from 11:00 am - 4:00 pm. Career Center QUEST Liaisons and REA Managers/Specialists need only attend one of the

designated training sessions. Please refer to specific time and location information, below.

NOTE: All Career Center QUEST Liaisons will benefit from attending one of the scheduled QUEST Liaison training sessions. REA managers and specialists will benefit from attending one of the scheduled REA training sessions. If an individual functions as both a Career Center Quest Liaison and a REA Manager/Specialist, he/she should plan on attending both sessions on the same day.

Action

Required: Please disseminate this information and assure that all appropriate staff persons attend the session(s) of their choice. As seating is limited, those planning to attend must register in advanced by completing the Quest/REA Training Registration Form (Attachment A) and forwarding it to Donna Gambon at: dgambon@detma.org by January 21, 2011.

Inquiries: Questions related to these training sessions and/or the QUEST/ REA Program may be directed to Donna Gambon at 617-626-5053 or dgambon@detma.org.

Training Schedule

DATE	TIME	Session	Location
01/28/2011	9:30 – 11:00	QUEST	Employment & Training Resources 201 Boston Post Road West Suite 200 Marlborough, MA 01752
01/28/2011	11:00 – 4:00	REA	

DATE	TIME	Session	Location
02/04/2011	9:30 – 11:00	QUEST	Employment & Training Resources 201 Boston Post Road West Suite 200 Marlborough, MA 01752
02/04/2011	11:00 – 4:00	REA	