

Mass Workforce Issuance

Workforce Issuance No. 12-23

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 Operations Manager

cc: WIA State Partners

From: George Moriarty, Director
Department of Career Services

Date: May 15, 2012

Subject: **EUC Orientation Training**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of EUC Orientation Training May 30, 2012 and May 31, 2012.

Background: DCS Central Programs Unit and the EUC Orientation Team will conduct four EUC orientation training sessions in May (see Chart, below). Training sessions cover facilitating the EUC Orientation, requirements of the EUC orientation and options for localizing your orientation and basic presentation skills.

NOTE: Staff involved with facilitating the EUC Orientation and managers overseeing this program would benefit from this training. Two half day sessions are offered each day. You only need to attend 1 half day session. Preference is given to EUC –Orientation facilitators.

| Date | Time | Address |
|------------|------------|---|
| 05/30/2012 | 9:00-12:00 | Charles F. Hurley Building 19 Staniford St. Boston MA Anna Marie Gazda Training Room 4 th Floor |
| 05/30/2012 | 1:00-4:00 | Charles F. Hurley Building 19 Staniford St. Boston MA Anna Marie Gazda Training Room 4 th Floor |
| 05/31/2012 | 9:00-12:00 | Charles F. Hurley Building 19 Staniford St. Boston MA Room 307 C |
| 05/31/2012 | 1:00-4:00 | Charles F. Hurley Building 19 Staniford St. Boston MA Room 307 C |

Registration Information: Individuals interested in attending should complete the attached registration form (Attachment A) and forward to Margaret Dixon at mdixon@detma.org by May 18, 2012.

Seating is limited to **25 participants** per session. .

Action

Required: Please disseminate this information and assure that all appropriate staff registers for their choice of training session.

Inquiries: Questions related to the EUC-REA Program should be directed to Donna Gambon at dgambon@detma.org or 617-626-5053.