

Mass Workforce Issuance

Workforce Issuance No. 13-52

Policy Information

To: Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: September 12, 2013

Subject: **Training for Updated Career Center Seminar Presentation**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of training for the updated Career Center Seminar scheduled for October, 2013 (see chart below).

Background: As part of the current Massachusetts Reemployment Services (RES) initiative, it has been determined that the current CCS presentation and the Facilitator's Guide required a slight revision.

These half-day training sessions are intended for designated Career Center staff that are currently responsible for facilitating the Career Center Seminar and their supervisors.

Note: Seating is limited to **25 participants** per session. Because space is limited it is recommended that you register early as seating is on a first come first serve basis.

Registration Information: Individuals interested in attending should complete the **attached registration form** and email to Kathy Mack at kmack@detma.org by September 27, 2013.

Reminders:

- If attending training in Boston remember to bring picture ID to show Hurley Building Security
- Assure that all appropriate staff register in advance using the attached Registration Form.
- Attendees arrive on time as training sessions will begin promptly.
- Refreshments are not provided.

Important Information:

This training will be followed by the REA and MOSES Training Seminar in the afternoon at the same locations. (See *MassWorkforce Issuance #13-53*)

Date	Time	Address
10/02/2013	9:30- 12:00	Workforce Central 44 Front St., 3rd Floor Central Mass Regional Employment Board Worcester, MA 01608
10/03/2013	9:30- 12:00	Hurley Building 19 Staniford St, Anna Gazda Room, 4 th Floor Boston, MA 02114
10/08/2013	9:30- 12:00	Hurley Building 19 Staniford St, Anna Gazda Room, 4 th Floor Boston, MA 02114
10/09/2013	9:30- 12:00	Fall River Career Center 446 North Main St Fall River, MA02720

Action

Required: Please disseminate this information and assure that all appropriate staff registers for the location, day and time of their choice.

Inquiries: Questions related to the REA Training Program should be directed to Kathy Mack at kmack@detma.org or 617-626-6803

Attachment: Registration Form

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need, including as much detail as you can. Also include a way we can contact you if we need more information. Please allow at least two weeks (14 days) advance notice. Last minute requests will be accepted, but may be impossible to fill. Send an e-mail to (Rex Gerlach-Brown or Dennis Johnson, Executive Office of Labor and Workforce Development/Diversity/ADA Office or call 617/626-5138 or 617/626-5111)