

MassWorkforce Issuance

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☐ Policy ☒ Information

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

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: July 24, 2015

Subject: **Mass BizWorks Business Services Module II Training**

Purpose: To notify Local Workforce Boards, One Stop Career Center Operators, and other Local Workforce and Economic Development partners of a series of Mass BizWorks Business Services Staff Training.

Background: As a result of the feedback and efforts of Mass BizWorks' Staff Training & Development Committee, an additional training has been developed. The training is specific to Massachusetts Programs: The Business Cycle, Workforce Training Fund, Department of Industrial Accidents (DIA) Safety Grant, Department of Unemployment Assistance (DUA) Workshare Program and The Massachusetts Office of Business Development (MOBD). Staff from all partner agencies working with businesses/employers should attend.

The training will provide attendees with program specific resources and tools that will enable them to provide employers/businesses with services pertinent to their business needs through an efficient deployment of resources and personnel. Operations Managers, Career Center Directors and other Career Center Staff, Workforce Board Staff, Massachusetts Office of Business Development, Veteran's Representatives, Community College Navigators and all others that work with businesses are encouraged to attend.

There will be 4 full day sessions offered and lunch will be provided.

Mass BizWorks Business Services Module II Training

DATE	TIME	Location	Address
August 19 th	9 am – 3 pm	Employment & Training Resources	1671 Worcester Rd. Framingham
August 26 th	9 am – 3 pm	Franklin Hampshire Career Center	178 Industrial Dr. Northampton
September 16 th	9 am – 3 pm	Central MA Workforce Investment Board Office	44 Front St. Worcester
September 23 rd	9 am – 3 pm	Boston Career Link	1010 Harrison Ave. Boston

Action

Required: Please disseminate this information to management, staff and partners and assure that all appropriate staff registers for a session. Please register using the attached form.

Inquiries: Questions regarding this training should be directed to Elaine Joyce at ejoyce@detma.org or 978-722-7031 or Norca Disla-Shannon at ndisla-shannon@detma.org or 978-722-7013.

Attachment: Registration Form