

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# Mass Workforce Issuance

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**100 DCS 14.171**

☐ Policy

☒ Information

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**To:** Chief Elected Officials  
Workforce Development Board Chairs  
Workforce Development 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:** January 30, 2017

**Subject:** **Career Ready 101 Training Session**

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**Purpose:** To notify Local Workforce Development Boards, One-Stop Career Center Operators, and other local workforce partners of the upcoming training to be conducted on ACT Career Ready 101 (CR 101). This is an introductory training intended for staff new to the ACT Career Ready 101 (CR101) website or staff interested in a refresher.

**Background:** ACT Career Ready 101 (CR 101) is an internet-based career training system that enables instructors and training programs to empower learners to design and travel self-paced pathways to career opportunities. This comprehensive learning system promotes sustained success by encouraging career exploration, positive work behaviors, and greater capacity to develop resumes, conduct job searches, and succeed in interviews and on-the-job skills. The system includes resources to help learners achieve the precise levels of the skills they need to succeed in the careers they choose.

Career Ready 101 (CR 101) is also an effective tool to assess and enhance job seekers' skill levels and workforce preparedness in order to make them more marketable to employers.

The goal of the training is to prepare Career Center staff to introduce Career Ready 101 (CR 101) to customers as a resource they can use to explore career interests, learn job readiness and job search skills, identify the reading and math

skills needed for a variety of occupations, and use the online learning lessons to improve their skills, as needed. Participants will be able to:

- Describe the core content and distinctive features/benefits of CR 101
- Use the Instructor Dashboard to navigate CR 101
- Create student accounts
- Locate support materials to use for review and assistance following the training

**Training Schedule:**

Date and Time	Location	Max Number of Seats	Online Registration
Thursday February 23 9:30-1:00pm	Boston Hurley Building 5 <sup>th</sup> Floor Training Room B 19 Staniford Street Boston, MA 02114	13	<a href="https://www.eventbrite.com/e/career-ready-101-boston-ma-tickets-28846769464">https://www.eventbrite.com/e/career-ready-101-boston-ma-tickets-28846769464</a>

**Please have each individual attendees ‘register’ separately for the training so we have everyone’s name and contact information.**

**Important Notes:** Once registered, all participants will need to obtain an *Instructor login* from their career center manager. All participants **must** have a Career Ready 101 (CR 101) *Instructor login* upon arrival at the training session even if you are not the instructor at your local center.

Ensure appropriate staff registers in advance.

Lobby Security requires photo identification.

Attendees please arrive on time as training sessions will begin promptly.

**Action**

**Requested:** Please disseminate this information and ensure that all appropriate staff registers for the training. Seating for this training is limited.

**Inquiries:** Please direct all questions to David Ledonne at [David.Ledonne@MassMail.State.MA.US](mailto:David.Ledonne@MassMail.State.MA.US). Please reference this Mass Workforce Issuance number in your inquiry.