

Mass Workforce Issuance

Workforce Issuance No. 14-05

☐ 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: Alice Sweeney, Director
Department of Career Services

Date: January 24, 2014

Subject: **cTORQ (Transferable Occupational Relationship Quotient) Software Training**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of two additional cTORQ training sessions scheduled for February 5, 2014 (Boston) and February 6, 2014 (Milford).

Background: **Due to an overwhelming response to attend *The Introduction to cTORQ* we have added two additional training dates to accommodate the requests.**

The cTORQ training sessions will introduce the cTORQ tool as a valuable labor market information (LMI) tool and will include some discussion on the LMI features of cTORQ. Concepts such as knowledge, skills, and abilities (KSA's), transferrable skills, skills gap, and identifying opportunities to bridging the skills gap will also be discussed in the session. The tool helps customers increase their job search prospects by identifying related industries and job openings based on transferable skills.

Introduction to cTORQ. This session is a hands-on introduction to the cTORQ tool and is intended for Career Center staff who are unfamiliar with cTORQ or who have not used cTORQ for some time.

Session II: Train-the-Trainer Sessions have been **postponed**, please watch for new dates.

cTORQ February Training Schedule

Date	Class title	Time	Location	Special instructions
02/05/14	<i>Introduction to cTORQ</i>	9:00 a.m. - 12:00 p.m.	Boston Hurley Building (Room 612 A/B) 19 Staniford St.	Be prepared to present photo ID at the security guard station in the lobby.
02/06/14	<i>Introduction to cTORQ</i>	9:00 a.m. - 12:00 p.m.	Milford Workforce Central Suite 201 425 Fortune Blvd.	*Seating limited to 9

Note: Seating is limited to 12 participants per session*. Because space is limited it is recommended that you register early as seating is on a first come first serve basis. Refreshments will not be provided.

Inclement Weather Policy

- In case of inclement weather please call the Adverse Weather number 617-626-6277. If the agency is closed, then training will be canceled.
- If the public school in the city or town where the training is being held is cancelled, then the training is cancelled and will be rescheduled. In that instance please report to your regular assigned Career Center unless otherwise directed by the Adverse Weather line instructions.

Action

Required: Please disseminate this information and assure that all appropriate staff registers for their choice of training sessions. **The deadline for registration is January 31, 2014.**

Please complete the attached Registration Form (*use the attached form only*) and return to jgallop@detma.org

Inquiries: Questions regarding this training should be directed to Joseph Gallop at jgallop@detma.org or 617-626-6105.