



Workforce Issuance

100 DCS 14.277

☐ Policy ☒ Information

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

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: April 11, 2019

Subject: Essentials of Career Planning Training

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners of upcoming Essentials of Career Planning Trainings during the spring and summer of 2019.

Background: Career Planning, as defined by the Workforce Innovation and Opportunity Act (WIOA), is a customer-centered, goal-oriented process in which an individual staff person, or a team of career center staff, assists a job seeker customer with the development and coordinated delivery of a structured program of planned, interconnected services in order to achieve a specific employment goal. WIOA requires that formal Career Planning be the standard service delivery model for job seeker customers. A MassWorkforce Policy outlining Career Planning requirements was issued on February 23, 2018 (Issuance 100 DCS 08.112 <https://www.mass.gov/service-details/massworkforce-wioa-oscc-operations-policy-issuances>).

Essentials of Career Planning is a comprehensive training that begins with an explanation of WIOA elements as they relate to Career Planning, customer flow, and the importance of continual assessment. The training brings career center staff through the career planning process beginning with Informational Intake, initial and comprehensive assessments, identifying barriers to employment and triage of a customer. Evaluation, labor market information, and goal setting are discussed in the context of developing an Individual Employment Plan (IEP) to create a roadmap for customers. The importance of documentation in MOSES is discussed, as it is an integral element to all aspects of career planning with a customer.

Action

Required: Please share this issuance with appropriate staff and ensure that they register for this training.

Training sessions will be held from 9:00 a.m. to 1:00 p.m. at the following locations and on the following dates:

- Quincy – May 1, 2019
- Leominster – May 3, 2019
- Boston – May 20, 2019
- Westborough – June 5, 2019
- Springfield – June 26, 2019

Staff must register for this training in advance through EventBrite by clicking on the appropriate Essentials of Career Planning training link located on the MassHire Department of Career Services Training and Development Team's training calendar:

<https://www.mass.gov/service-details/mdcs-essentials-of-career-planning-training>

Attendees are encouraged to arrive on time as training sessions will begin promptly.

In case of inclement weather, or to check if there have been any training cancellations, please call the MassHire Department of Career Services Training and Meeting Message Line at **617-626-5250**.

Effective: Immediately

Inquiries: Please direct all questions to David Ledonne at David.Ledonne@detma.org. Please reference this MassHire Department of Career Services Workforce Issuance number in your inquiry.