



DEPARTMENT OF
CAREER SERVICES

Workforce Issuance

100 DCS 14.282

☐ 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
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: June 6, 2019

Subject: **MassHire BizWorks Staff Training and Development Committee; Business Services Module V Training**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners of upcoming MassHire BizWorks Business Services Training Module 5.

Background: As a result of feedback from previous training modules, an additional training module has been developed. Module 5: *Back to Basics* will continue the series of Business Services training and consist of The Business Cycle, Business Services Work Processes, Business Assessments, Performance Reports and more. Staff from all partner agencies working directly with businesses/employers and those who supervise Business Services staff should attend this training. This includes Business Services Representatives and optional attendees to include Operations Managers, Career Center Directors, and appropriate Workforce Board staff.

There will be four training sessions available, each session is scheduled for 9:00am – 3:00pm and will include a working lunch (Lunch will be provided).

The sessions will be held:

Friday, June 14, 2019 MassHire Merrimack Valley Career Center, 255 Essex Street
Lawrence, MA

Directions: <https://masshiremvcc.com/contact/> scroll down to Lawrence
Directions and Parking Information

Monday, June 17, 2019 MassHire Boston Career Center, 1010 Harrison Avenue,
Boston, MA

Directions: <https://www.mass.gov/locations/masshire-boston-career-center>

Friday, July 12, 2019 MassHire Greater New Bedford Career Center, 618
Acushnet Ave, New Bedford, MA

Directions: <https://www.mass.gov/locations/masshire-greater-new-bedford-career-center>

Thursday July 18, 2019 MassHire Springfield Career Center, 1 Federal St. Bldg.
103-3 Springfield, MA

Directions: <https://masshirespringfield.org/contact/>

Note: Lunch will be provided

Action

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

Staff must register for this training in advance through Eventbrite (link provided below):

<https://www.mass.gov/service-details/massbizworks-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.

Inquiries: Please direct Questions regarding this training to Norca Disla-Shannon at norca.disla-shannon@detma.org, 978-722-7013 or Elaine Joyce at elaine.joyce@detma.org, 978-722-7031.