



# Workforce Issuance

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☐ 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:** February 19, 2020

**Subject:** **Using WorkKeys Curriculum with Customers - Training**

**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators, and other local workforce partners of upcoming, webinars on WorkKeys Curriculum valuable to job seekers and businesses.

**Background:** Feedback provided by MassHire Career Centers led to the development of a series of webinars related to the uses, functions, and structure of WorkKeys Curriculum. Staff can register for one or more webinars. Upon registration, you will receive a link where to participate in the webinars. Session dates and topics are listed below.

<b>Thursday, February 27</b>	<b>3:00 - 3:45</b>	WorkKeys Curriculum Demo
<b>Friday, February 28</b>	<b>11:00 - 11:45</b>	Managing User Accounts
<b>Monday, March 2</b>	<b>3:00 - 4:00</b>	Administering the Placement Quizzes & Using the Results
<b>Thursday, March 5</b>	<b>10:30 - 11:30</b>	WorkKeys Curriculum Best Practices
<b>Monday, March 9</b>	<b>3:00 - 4:00</b>	Using the Occupational Skills Database to Support Job Matching
<b>Thursday, March 19</b>	<b>10:00 - 11:00</b>	Using WorkKeys Curriculum & Burning Glass to Support Job Seekers with Barriers to Employment
<b>Tuesday, March 24</b>	<b>3:00 - 4:00</b>	Job Seeker Employability Skill Development through WorkKeys Curriculum

**Action**

**Required:** Learn more about the webinars and/or register: <https://wkc-trainings-feb-march-2020.eventbrite.com>.

**Inquiries:** Please direct inquiries to Allison McIntyre at [allison.mcintyre@mass.gov](mailto:allison.mcintyre@mass.gov).