



Workforce Issuance

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☐ Policy ☒ Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: June 17, 2021

Subject: **MassHire BizWorks Training: Business Services Training**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners of an upcoming program-specific MassHire BizWorks Business Services Training (*Module 5A – Introduction and Back to Basics*).

Background: Due to the hiring of new staff and the Pandemic changing the way we conduct business, this training module has been modified from the previous training module 5 to meet the training needs of all business services staff.

This training, *Module 5A: MassHire BizWorks Business Services Training - Introduction and Back to Basics*, comprises the following:

- Business Cycle
- Business Services Work Processes
- Business Assessments

- Performance Reports
- How the Pandemic has changed how we do business.

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 may include MDCS Operations Managers, MassHire Career Center Directors and MassHire Workforce Board staff, as appropriate.

Two training sessions will offer the **SAME TRAINING ON BOTH DAYS.**

Please register for 1 of the 2 sessions which will be held via WebEx on:

- **Wednesday, June 23, 2021 @ 1:30PM-3:30PM**
- **Thursday, June 24, 2021 @ 10:00AM-12:00PM**

Action

Required: Please disseminate this information and assure that all appropriate staff registers for a training session.

Staff must register for this training in advance through Eventbrite* by clicking on the link below.

<https://www.eventbrite.com/e/module-5a-masshire-bizworks-introduction-and-back-to-basics-business-serv-tickets-159866315453>

Inquiries: Please direct questions to Norca Disla-Shannon at ndisla-shannon@detma.org or 617-438-7897

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