



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: Diane Hurley, Acting Director
MassHire Department of Career Services

Date: December 8, 2023

Subject: **MassHire BizWorks Staff Training and Development Committee – BizWorks Mini Clinics Winter Sessions**

Purpose: To notify MassHire Workforce Boards, MassHire Center Operators, and other workforce development partners of upcoming training for MassHire BizWorks staff and partners.

Background: Since July 2023, the BizWorks Staff Training and Development Committee has developed the BizWorks Mini Clinics Program as a way to deliver training to Career Center Staff, Business Services Staff, and BizWorks Partners in a convenient and easily digestible format. Several mini clinics will be offered for Winter 2024.

Workforce Training Programs at Massachusetts Community Colleges – The Workforce Divisions at each of the 15 community colleges across Massachusetts play a critical role in providing training and upskilling for growth or entry into upwardly mobile careers. To ensure that there are numerous and varied opportunities available to recent graduates, Lisa Carchia, Director of Workforce Development from the Massachusetts Association of Community Colleges (MACC) will provide attendees with information about some of the amazing opportunities available for jobseekers planning for next steps in their careers.

Thursday, January 4, 2024, from 9:00 am – 10:00 am

<https://eolwdma.webex.com/weblink/register/r01ccf08409a89f4c5955e847b13d1f6f>

Overview of MassReconnect, Tuition Equity Legislation & Community College Nursing Scholarship and Related Initiatives - Nate Mackinnon, Executive Director from the Massachusetts Association of Community Colleges, will share the details of MassReconnect (free tuition for MA residents 25+ at any community college), Tuition Equity legislation, and Community College Nursing Scholarship. These programs will not only benefit Massachusetts residents, but can also assist employers in tuition reimbursement, connections to training and education, and will serve as valuable tools in business services professionals' toolbelt in discussing the future for employees and jobseekers.

Thursday, January 11, 2024, from 9:00 am – 10:00 am

<https://eolwdma.webex.com/weblink/register/r039c860c483e29d8f42cb68f48356d38>

Overview of the BizWorks Resource Guide – The MassHire BizWorks Resource Guide was created over a decade ago with the states' many business services professionals in mind. It supports the "One Team. One Goal." effort to get information about business programs and services out to businesses efficiently so they can access them as needed. This training will walk you through the Guide, including the business cycle and a needs assessment.

Thursday, February 1, 2024, from 9:00 am – 10:00 am

<https://eolwdma.webex.com/weblink/register/r446806650b495a268ad14f07ef96991d>

Use of the Business Cycle – The business services and programs that are part of MassHire BizWorks can be provided throughout the business cycle. It is vital to understand the business cycle as well as businesses' current situations to

recommend state and federal resources to meet their needs. This training will introduce you to the business cycle and identify BizWorks programs and services relevant to each part of the cycle.

Tuesday, February 13, 2024, from 9:00 am – 10:00 am

<https://eolwdma.webex.com/weblink/register/r849989e97c861adc8420a89dde a0698a>

Crafting Effective Elevator Pitches to Businesses – Talking with business owners and their employees in key roles on a constant basis is essential for business services staff to be effective. A strong elevator pitch could help ease the butterflies in your stomach when attempting to develop a new contact or plan for a successful introductory meeting. This training will review elevator pitch frameworks, steps for crafting elevator pitches and planning for successful meetings, and ways to build relationships with your business contacts for long-term success.

Tuesday, March 5, 2024, from 9:00 am – 10:00 am

<https://eolwdma.webex.com/weblink/register/r189fc79672a0378c8a033b44b59 0bfb8>

Action

Requested: Please disseminate this information and assure that all appropriate staff registers for one or more training sessions. Staff must register for these trainings in advance through WebEx using the above links or at links available on mass.gov/how-to/masshire-bizworks-mini-clinics.

Inquiries: Questions regarding these trainings should be directed to co-chairs of the BizWorks Staff Training and Development Committee: Antoine Jones at antoine.jones@mass.gov, Scott Percifull at scott.percifull@mass.gov, and Kim Caisse at kimberly.caisse@mass.gov.