

Mass Workforce Issuance

100 DCS 14.108

☐ Policy ☒ Information

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

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: August 12, 2015

Subject: **Introduction to TORQ (Transferable Occupational Relationship Quotient) Training**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce investment partners of an Introduction to TORQ training session scheduled for September 10, 2015 in Boston.

Background: The *Introduction to TORQ* training session will introduce the TORQ tool, a valuable labor market information (LMI) resource, which helps customers increase their job search prospects by identifying related industries and job openings based on their transferable skills. The training will include an exploration of the LMI features of TORQ, concepts such as knowledge, skills, & abilities (KSA's), transferrable skills, and identifying and bridging skills gaps.

This session is a hands-on introduction to the TORQ tool and is intended for Career Center staff who are unfamiliar with TORQ or who have not recently used TORQ.

| Introduction to TORQ Training | | | | |
|-------------------------------|------------------------|--|------------|-------------------------------|
| Date | Time | Location | Seat Limit | Special Instructions |
| 9/10/15 | 9:30 a.m. to 1:00 p.m. | The Hurley Building, Boston 19 Staniford Street, 5 th Floor Training Room B | 18 | Use the Eventbrite link below |

(REMINDER: Photo ID is required by Hurley Building Lobby Security)

Registration: Registration will be via Eventbrite. Click the link, (<https://www.eventbrite.com/e/introduction-to-torq-training-tickets-18039002141>) go to ***Intro to TORQ Training*** and complete the registration. You will receive a confirmation email. Early registration is highly recommended as seating is limited and will be distributed on a first come first serve basis.

Action

Required: Please disseminate this information and assure that all appropriate staff registers for this training session. **The deadline for registration is August 28, 2015.**

Inquiries: Questions regarding this training should be directed to Kim Leonard at kleonard@detma.org or 617-626-6467.