

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# Mass Workforce Issuance

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☐ Policy

☒ Information

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**To:** Chief Elected Officials  
Workforce Board Chairs  
Workforce Board 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:** March 11, 2016

**Subject:** Mass BizWorks Staff Training and Development Committee Business Services Training **MODULE II**

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**Purpose:** To notify Local Workforce Boards, One-Stop Career Center Operators, and other Local Workforce and Economic Development partners of a series of Mass BizWorks Business Services Staff Training. This training is designed to provide program specific training. **This is a repeat of last year's Module II training for those that were unable to attend and for any new staff.**

**Background:** As a result of the feedback and efforts of Mass BizWorks' Staff Training & Development Committee, an additional Module II training is being offered. Module II training will consist of Massachusetts Program Specifics: The Business Cycle, Workforce Development, Workforce Training Fund, DIA Safety Grant, DUA Workshare Program and The Massachusetts Office of Business Development. Staff from all partner agencies working with businesses/employers should be scheduled for this training.

The training will provide attendees with program specific resources and tools that will enable them to provide employers/businesses with services pertinent to their business needs through an efficient deployment of resources and personnel. Operations Managers, Career Center Directors and other Career Center Staff, Workforce Board Staff, Massachusetts Office Business Development, Veteran's Reps, Community College Navigators and all others that work with businesses should attend.

**Wednesday, March 30, 2016 \***  
**9:00AM—3:00PM**  
**Boston Career Link**  
**1010 Harrison Avenue, Boston, MA 02119**  
**617-536-1888**  
Please see the website for directions: [www.bostoncareerlink.org](http://www.bostoncareerlink.org)

*\*In case of inclement weather please call 978-722-7013 a message will be posted by 7am*

Note: Lunch will be provided

Please register through Eventbrite: <https://www.eventbrite.com/e/module-ii-mass-bizworks-staff-training-development-committee-business-services-training-tickets-22796150901> - Copy and paste link if not able to connect directly.

**Action**

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

**Inquiries:** Questions regarding this training should be directed to Norca Disla-Shannon at [ndisla-shannon@detma.org](mailto:ndisla-shannon@detma.org) or 978-722-7013.