

# Mass Workforce Issuance

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☐ Policy

☒ Information

**To:** Chief Elected Officials  
Workforce Development Board Chairs  
Workforce Development 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:** April 27, 2017

**Subject:** **Maximizing the Monitoring Process Webinar**

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**Purpose:** To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners of the WorkforceGPS webinar: [Maximizing the Monitoring Process](#) on Wednesday, May 31<sup>st</sup> from 1:00pm – 2:00pm.

**Background:** Monitoring visits are a critical task and essential role for all organizations that receive DOL funding.

Due to staff turnover, funding reductions and other priorities, many DOL funding recipients have relied on job shadowing and OJT to train monitors, rather than actual monitoring training. In addition, many monitors use checklists and monitoring guides to complete their work, rather than stepping back and asking questions, working collaboratively with grantees to understand the real issues, and making sure that they are spending their time during visits to ensure they are managing risk well. *Maximizing the Monitoring Process* is a 60-minute webinar based on a full-day workshop recently held in Los Angeles, CA. This webinar will highlight some of the key topics addressed such as: preparation and planning before the monitoring visit, monitoring best practices, getting to root causes during the visit, and post-monitoring visit follow up.

A WorkforceGPS account is required for registration. WorkforceGPS is the next generation, device-friendly website for peer-to-peer connection and resources. Click [here](#) to create a free account.

## Action

**Requested:** Please share the information with staff and partners as appropriate.