

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

MassWorkforce Issuance

100 DCS 14.190

☐ 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: May 8, 2017

Subject: **New Career Center Seminar (CCS) Information Sessions**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators, and other local workforce partners of the upcoming Career Center Seminar (CCS) information sessions.

These sessions have been designed for the rollout of the revisions to the Career Center Seminar (CCS), which will go into effect on June 1, 2017. These sessions are intended specifically for CCS facilitators, career center managers, and supervisors. The sessions will identify mandatory topics and highlight new options for how centers deliver the information to customers. The session will also discuss how Career Centers can use the CCS as a marketing tool for their Career Center.

Background: The Career Center Seminar (CCS) is a job seeker's first opportunity to learn about the full array of services, events and programs available at all Massachusetts One-Stop Career Centers and how the services can assist a job seeker with:

- Completing an individual needs assessment
- Explore and understand labor market information
- Develop a career action plan
- Explore opportunities to upgrade their skills or change careers
- Meet Unemployment Insurance requirements

Date/Time	Location	Max Seating
May 24, 2017 9:30 am – 1:00 pm	FutureWorks One Federal Street Building 103-3 Springfield, MA 01105	20
May 25, 2017 9:30 am – 1:00 pm	North Shore Career Center of Salem 70 Washington Street Salem, MA 01970	30
June 1, 2017 9:30 am – 1:00 pm	Quincy Career Center 152 Parking Way Quincy, MA 02169	30

Action

Requested: Staff must register for the appropriate Career Center Seminar (CCS) session through the [DCS Training and Development Calendar](#), which will redirect them to Eventbrite.

- Assure appropriate staff register in advance
- Attendees arrive on time as sessions will begin promptly

Please have each individual attendee register separately for each session.

Inquiries: Please direct all questions to REALMI.Mailbox@MassMail.State.MA.US. Please reference this MassWorkforce Issuance number in your inquiry.