

Mass Workforce Issuance

Workforce Issuance No. 14-74

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Manager

cc: WIA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: September 2, 2014

Subject: **Preparing Staff to Deliver Job Driven Training Strategies – 2nd Session**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of a staff development/training opportunity to reinforce or expand local area staff knowledge and skills in order for local areas to benefit from the availability of training funds from the Job-Driven National Emergency Grant (JD NEG).

Background: The Job-Driven National Emergency Grant (JD NEG) recently awarded to Massachusetts offers the opportunity to expand current and pilot new models of training through innovative project design. This promising project focuses on **“Work-Based Training”** (WBT) models where hands-on experience in a work environment is integrated with classroom learning. WBT may include:

- Creation or expansion of **Registered Apprenticeship** programs and pre-apprenticeship programs with a pipeline to Registered Apprenticeship
- Creation or expansion of **On-the-Job Training** (OJT) programs
- Creation or expansion of **Customized Training** programs
- Expansion of existing **Career Pathways** programs
- Expansion of **Accelerated Learning** models

Apprenticeship programs and OJT opportunities allow workers to earn while learning job-relevant skills and to advance their careers. One of the goals of the JD NEG is to increase utilization of OJT and Apprenticeships in Massachusetts.

Local area staff who are well-prepared to engage employers in WBT models, such as OJT and Apprenticeships, are vital to regional success in improving the efficiency and effectiveness with which employers can fill job openings and meet their overall hiring needs

In this regard, DCS strongly encourages every workforce region to make the investment in developing local expertise in the promotion and execution of WBT protocols, tools, and processes by ensuring that all appropriate staff participates in this training forum offered through the JD NEG. Curriculum includes:

- Prospecting Employers
- Developing the On-the-Job Training Plan
- The Job Matching Process
- On-the-Job Training Contract Development
- The Apprenticeship Work Process Design

The training forum consists of two, full-day sessions. Staff must attend BOTH. Sessions will be held at the [Central MA Workforce Investment Board at 44 Front Street, Suite 300, Worcester, MA.](#)

Dates	Session
Wednesday, Sept 10, 2014 AND	9:30am – 3:00pm
Wednesday, Sept 24, 2014	9:30am – 3:00pm

Seating is limited to 30 participants and is on a first come first served basis. Breakfast and lunch will be provided.

Action

Required: Please disseminate this information and assure that all appropriate staff registers. Please complete the attached Registration Form (*use the attached form only*) and return to Leslie Seifried at lseifried@detma.org.

Inquiries: Questions regarding this training should be directed to Leslie Seifried at lseifried@detma.org.

Attachment: Registration Form