

MassWorkforce Issuance

Workforce Issuance No. 10-94

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 Regional Managers

cc: WIA State Partners

From: Michael Taylor, Director
Department of Workforce Development

Date: December 3, 2010

Subject: **Training Sessions for the On-the-Job Training National Emergency Grant Project (OJT/NEG Project)**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the upcoming training sessions for the Commonwealth's OJT/NEG Project.

Background: The OJT/NEG Project is the Commonwealth's first step to encourage local area use of and to develop a statewide infrastructure for On-the-Job Training (OJT). The Division of Career Services (DCS) has scheduled a series of three (3) training sessions to assure that local workforce development staff have a full understanding of the requirements and procedures of the OJT/NEG Project.

The training sessions will cover the major components of the OJT/NEG Project detailed in MassWorkforce Issuance #10-92 and attachments A through N. The training will review the policies, procedures, and requirements of the OJT/NEG Project, as well as provide detailed instruction on use of the OJT/NEG Project forms, data entry in MOSES, and OJT training plan development. This training is primarily targeted to One-Stop Career Center staff involved in local implementation of the OJT/NEG Project, including managers, business services staff and case managers.

The training schedule is as follows:

- Monday, Dec. 13th Employment and Training Resources, Marlborough
- Monday, Dec. 20th Employment and Training Resources, Marlborough
- Wednesday, Dec. 22nd Central Massachusetts REB, Worcester

Each session is scheduled from 9:30 a.m. to 4:00 p.m. As seating is limited, registration is required. To register, please contact Lisa Caissie at lcaissie@detma.org with your name, e-mail address, and phone number.

Full location information, including travel directions to the training sites, is found in Attachment A.

Meals *will not* be provided.

Inquiries: Please direct all inquiries to Cheryl Scott at cscott@detma.org