DATE: May 27, 2011

TO: Workforce Florida, Inc. and Regional Workforce Boards (RWBs)

FROM: Lois A. Scott, Program Manager, One-Stop, and Program Support

SUBJECT: TEN 41-10, Announcement of Building the Next Generation On-the-Job-Training Toolkit

PURPOSE: To distribute Training and Employment Notice (TEN) 41-10 that provides a toolkit consisting of policies, templates and promising practices to support On-the-Job-Training (OJT) in the workforce system.

AUTHORITY: U.S. Department of Labor

ACTION REQUIRED: RWBs should distribute this communiqué and attachment to appropriate staff that work with OJT.

Attachment: TEN 41-10