

Rick Scott
GOVERNOR



Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: April 10, 2014

TO: Regional Workforce Board (RWB) Executive Directors

FROM: Lois A. Scott; Chief, Bureau of One-Stop and Program Support

SUBJECT: Veterans' Program Executive and Management Training

The purpose of this memorandum is to announce that the Florida Department of Economic Opportunity's (DEO) State Veterans' Program will be offering two in-state executive leadership and veterans' supervisory staff training sessions in Rockledge, Florida (these trainings are not intended for DVOP/LVER staff). The management training sessions are scheduled as follows:

June 3-5, 2014:

MANAGING EMPLOYER OUTREACH FOR VETERANS. 8:30 am Tuesday, **June 3, 2014** to 12:00 pm Thursday, **June 5, 2014** at CareerSource Brevard, 295 Barnes Blvd., Rockledge, FL 32955. The *Managing Employer Outreach for Veterans* course will be provided by NVTI and explains the role of the LVER and the skills needed to enhance employer outreach for the career center in addition to the veteran customer. Emphasis is placed on supporting and empowering LVERs by practicing effective communication and matching the skill development needs by utilizing the appropriate leadership style. This course is being offered to compliment the *Managing Case Management* course, which was provided to Regional Veterans Program Management staff by NVTI in February of 2013.

Seating is available for every region to send two management staff, with veterans' program supervisory responsibility, to this training session. Managers with direct supervision of LVER staff will be given priority. Regional Workforce Board (RWB) Executive Directors, senior management and career center managers are also encouraged to attend. It is recommended that you register early; any seats not confirmed by Friday, May 16, 2014 will be released to RWBs that desire to send more than two management staff.

June 5-6, 2014:

VETERANS' PROGRAM TRAINING FOR RWB EXECUTIVES AND MANAGEMENT. 1:00 pm Thursday, **June 5, 2014** to 12:00 pm on Friday, **June 6, 2014** at CareerSource Brevard, 295 Barnes Blvd., Rockledge, FL 32955.

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
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This training will be provided by Bernadette Walsh, the Department of Labor's Director for Veterans Employment and Training Service (DVET) in Florida, and will cover legislation, law, Labor Exchange Reporting System (LERS) (ETA 9002/VETS 200) reporting, performance and measurements as well as funding and financial requirements pertaining to regional responsibilities for the Jobs for Veterans State Grant (JVSG).

Each of the 24 RWBs will receive a customized LERS report with regionally specific data that will be used during training to enhance comprehension of requirements, outcomes and expectations. The report will also be used to demonstrate how it can be used to improve services consistent with negotiated outcomes.

This training session is specifically intended for Florida's RWB Executive Directors and senior management, or their selected representative(s). Seating is available for every region to send two personnel to this training session. It is recommended that you register early; any seats not confirmed by Friday, May 16, 2014 will be released to RWBs that desire to send more than two management staff.

Registration for these training sessions can be accomplished online by completing the attached Veterans' Program Training Registration Form and emailing the completed form to nikki.brown@deo.myflorida.com.

The RWB's will initially pay the travel and per diem expenses. After all the travel expenses are paid by the RWB, each RWB will provide the final dollar amount to Carolyn Cain via e-mail at carolyn.cain@deo.myflorida.com. DEO will then issue NFA's increasing each RWB's allocation to cover these expenditures. If needed, travel advances may be authorized by RWB's in accordance with state travel policies.

We have attached a list of available hotels in the area of the training which participants may contact to make accommodation reservations. There are no preset arrangements for room rates or set-aside rooms with these hotels. The list also does not imply any endorsement of the facilities nor constitute an all inclusive list of available hotels in the area.

Please contact Shawn Forehand at (850) 717-0760 or shawn.forehand@deo.myflorida.com; or Paul Furbush at (850) 717-0761 or paul.furbush@deo.myflorida.com with questions about the training or if assistance is needed in making travel arrangements.

LAS/pmf

Attachments:

[Rockledge Hotels](#)

[Registration Form](#)

[AGENDA](#)

cc: Michael Lynch Shawn Forehand Bernadette Walsh
Erica Mott Carolyn Cain