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ECONOMIC OPPORTUNITY

MEMORANDUM

DATE: June 26, 2012

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Program Manager, Workforce Program Support

SUBJECT: Welcome to the Statewide Internet Training System

The Statewide Training Strategic Planning Team is pleased to announce the launching of the Statewide Internet training system. The Adobe Connect system is an Internet-based Learning Management System (LMS): the Department of Economic Opportunity (DEO) will start posting training materials in this LMS for Regional Workforce Board (RWB) review.

Why is using a LMS important? The Adobe Connect system affords the RWBs the ability to track the number of training hours a staff member completes in Internet-based training. As a result of this capability, a new Tier One program is being launched in the Adobe Connect system. Programmatic specific training will also be posted in the Adobe Connect system, offering regional staff the ability to watch webinars online and receive credit to meet their continuing education requirements.

Materials will be posted in the Adobe Connect system and DEO website on a regular basis. The RWB Training Coordinators/Contacts will be notified about new training materials and opportunities. To facilitate the launch of Tier One and Adobe Connect, we are asking that each region designate a contact to receive all information from the DEO regarding training opportunities. Please email the name, phone number and email address of the Training Coordinator/Contact to [Erica Mott](mailto:Erica.Mott@deo.myflorida.com) by July 20, 2012. *The Adobe Connect system will launch in two phases.*

Phase One: Who will be entered in the Adobe Connect System first?

1. Right now, RWBs have new staff members who need to complete the Tier One program. We are asking that the RWBs complete the Adobe Connect Access Form for each *new* staff member *who needs to complete Tier One* training and return it to WFSTraining@deo.myflorida.com.

2. Once the Adobe Connect Access Form is received by the DEO, the DEO will create a profile for new staff members who need to complete Tier One training and provide the user identification/password combination to the Training Coordinator/contact directly. User identification and password combinations will be distributed starting July 2, 2012 based on received Adobe Connect Access Forms.
3. The staff member who needs to complete Tier One will not receive information directly from the DEO. It will be the responsibility of the regional contact to provide the new staff member with his/her user identification and password once received from DEO.
4. **What if the RWB hires additional staff who must complete the Tier One program?** Simply complete the Adobe Connect Access Form and return it to WFSTraining@deo.myflorida.com.

Phase Two: What about staff who have completed Tier One but would like to complete other training sessions posted in the Adobe Connect system? Our first priority is to create a profile for new staff who need to complete the Tier One program: information about phase two of the Statewide Strategic Training Plan will be forthcoming.

There will be a webinar to introduce the RWBs to the Adobe Connect system and the process for registering new staff in Adobe Connect. The DEO will be hosting a webinar on July 6, 2012 at 10:00 AM (EST). Staff should log into <http://fldeo.adobeconnect.com/welcome/> before 10:00 AM. The conference call number is 1-888-670-3525. The conference code is 8583708299.

If you have any comments or questions, please contact Ms. Erica Mott via email at erica.mott@deo.myflorida.com.

LAS/oem

Enclosure: Adobe Connect Access Form

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