



Charlie Crist
Governor
Cynthia R. Lorenzo
Director

MEMORANDUM

DATE: August 4, 2009

TO: Regional Workforce Board Executive Directors

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

SUBJECT: Notice of Training for the Workforce Investment Act and Trade Adjustment Act Programs

The Agency for Workforce Innovation (AWI) is pleased to announce the Workforce Investment Act and Trade Adjustment Act program training schedule for 2009. The WIA training will cover the eligibility requirements for adults, dislocated workers, and youth, case management, special projects, changes in EFM to support ARRA and a policy overview for support services/needs-related payments. The TAA training will cover the new Trade and Globalization Program authorized by the ARRA, the petition process, eligibility, training requirements, case management and data collection. A detailed agenda will be provided at the training.

The AWI is providing training in three areas throughout the state so all individuals needing training will have the opportunity to attend. These training sessions are specifically designed for front-line staff (career managers), supervisors, quality assurance staff and program managers. The training materials have been developed to provide career managers with the tools necessary to effectively assist program participants and meet program requirements.

- Attachment 1 provides logistical information related to the training sessions for the WIA and TAA Programs.
- Attachments 2a and 2b are Training Reservation Forms. We ask that each RWB submit the names and e-mail addresses of the prospective attendees to the AWI by the deadlines listed on the training schedule. Seating is limited as noted on Attachment 1, although we will make every effort to accommodate all that want to attend.

Agency for Workforce Innovation

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Only one form per program should be submitted. Once all training sessions have been completed, the training presentations will be posted to the AWI website.

Please share this memorandum and attachments with the appropriate staff in your region. If you have any questions regarding the information in this memo, please contact Tammy Bacon at (850) 921-3868 or via e-mail at Tammellia.Bacon@awi.state.fl.us or Mershal Noble at (850) 921-3317 or via e-mail at mershal.noble@flaawi.com.

LAS/otb

Attachments

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