
MEMORANDUM

DATE: December 12, 2011

TO: Selected Regional Workforce Board Executive Directors*

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

SUBJECT: Veterans' Program State-wide Training



The purpose of this memorandum is to announce that the Department of Economic Opportunity's State Veterans' Program will conduct five veterans' staff training sessions. Five regional sessions have been scheduled in order to reduce the travel time and costs for regional attendees.

The training session for your region is scheduled for March 15-16, 2012. The training will be conducted at the Ft. Walton Beach One-Stop Career Center, 409 NE Racetrack Rd, Ft. Walton Beach, FL 32547. The training session will convene at 8:30 AM and adjourn at 4:30 PM both days. All Disabled Veteran Outreach Program (DVOP) and Local Veterans Employment Representatives (LVER) staff from workforce regions 1-7 should plan on attending this training. Regional Workforce Board (RWB) Executive Directors, One-Stop Career Center Managers, staff supervising veterans' staff, Military Family Employment Advocacy staff and Disability Navigator staff are also encouraged to attend.

The purpose of the training sessions is to provide an educational forum on Veterans' Program services in the One-Stop Career Center delivery system. To accomplish this, National Veterans' Training Institute (NVTI) has agreed to conduct their "The Impact of Generational Differences in the Workplace" training on the first day of training. This course will provide valuable information and will highlight the workplace value perspectives of the four generations in the workplace today: The Silent Generation – those born before 1946, The Baby Boomer Generation – those born 1946-1964, Generation X – those born between 1965-1984, and Generation Y (Millennial) - those born from 1985 – present. Additional veterans' programmatic training will be provided by Agency staff on the second day of training.



Selected Regional Workforce Board Executive Directors*

December 12, 2011

Page Two

RWB's will initially pay the travel and per diem expenses and the Department will reimburse the region by increasing the RWB's NFA after the staff attends these training sessions. DVOP and LVER staff should charge these expenses to their local grant numbers for DVP12 and LVR12 and other staff should charge their travel as applicable.

After all the travel expenses are paid by the RWB, each RWB will provide the final dollar amount, by grant program, to Usha Putch a via e-mail at usha.putcha@deo.myflorida.com. The Department will 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 infer any endorsement of the facilities nor constitute an all inclusive list of available hotels in the area.

Please contact either Shawn Forehand at (850) 245-7424 or shawn.forehand@deo.myflorida.com; or Paul Furbush at (850) 921-3867 or paul.furbush@deo.myflorida.com with registration confirmations, questions about the training or if assistance is needed in making travel arrangements.

LAS/ssf

Attachments

* Susan Nelms
Mary Lou Reed
Richard Williams
Kimberly L. Bodine
Kimberly A. Moore
Sheryl Rehberg
John Chastain

cc: James Finch
Shawn Forehand
Paul Furbush
Usha Putch a
Ronnie Carter
Cecilia Coatney