

**Rick Scott**  
GOVERNOR




**Cissy Proctor**  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** February 19, 2018

**TO:** Local Workforce Development Board (LWDB) Executive Directors

**FROM:** Daniel P'Pool, Workforce Services Research and Training Manager 

**SUBJECT:** Training Coordinator Training

In response to requests received from several LWDBs, the Florida Department of Economic Opportunity (DEO) is offering a training coordination webinar for LWDBs. The webinar topics will include:

- Registering a staff member in the Adobe Connect Learning Management System.
- Registering a staff for the Tier One Certificate Exam.
- Finding Tier Two using the Training Catalog.
- Reading the Tier One and Tier Two Report.

To register for the online lesson, go to

<https://attendee.gototraining.com/r/7713266872017581569>. Once registered, the registrant will receive a follow up email with the address of the live training. Audio will be provided through their computer. Please ensure speakers or headphones are in working order before the session begins. If you have any questions, please email Erica Liem at [Erica.Liem@deo.myflorida.com](mailto:Erica.Liem@deo.myflorida.com).

DWP/oel

cc: Taylor Hatch  
Shila Salem  
James Finch  
Trina Travis  
Anita Richardson  
LWDB Training Coordinators

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org)  
[www.twitter.com/FLDEO](http://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](http://www.facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.