



Commonwealth Workforce Coalition

A Network of Massachusetts Community-Based Workforce Development Practitioners

Training Date:

Thursday
February 2, 2012
9:30AM - 12:30PM

Location:

ValleyWorks
Career Center

Lawrence, MA

For more
information or
questions contact
Geoff Beane at
781-890-2004 or
geoffbeane@aol.com



Introduction to Workforce Development

Are you trying to start up an education, training, or employment program? Are you trying to improve and existing program?

Attend this training to get an overview of the challenges and opportunities facing staff in workforce development programs. This interactive session is especially designed for staff who have attended CWC's introductory training on the workforce development system.

This training will focus on ideas, information, and resources at the program level, including:

- ◆ key challenges and opportunities for different types of workforce development programs;
- ◆ three types of jobs programs, their services, and resource levels;
- ◆ operational components of programs, including core services, administrative requirements, and sub-contracting out services;
- ◆ what it means to be job ready – and how that applies to your work;
- ◆ resources and strategies to improve new and existing programs.

We will work in both large and small groups, have some fun and some chocolate, and we'll focus on what is of most value to you.

There is no charge. Pre-registration is required!! Please see the second page of this flyer for information on registration.

The **Commonwealth Workforce Coalition (CWC)** is a statewide capacity building initiative providing training, professional development and network opportunities for staff of organizations engaged in workforce development, education, training and employment for adults and youth.

CWC is managed by the Community Economic Development Assistance Corporation (**CEDAC**).



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Introduction to Workforce Development

Registration for this
training begins:

01/10/12

And ends on:

01/27/12

For more information
about other CWC
activities contact:

Ann Donner,
CWC Manager
617-727-5944
adonner@cedac.org

Or go to our website at:
<http://cwc.cedac.org>



Trainer Biography

Geoff Beane has worked in Massachusetts' human services field in frontline, middle management, and senior management positions in community based, city, and state agencies. For the past 17 years, he has worked as a full-time management consultant, focusing mainly on workforce development programs and systems, producing several tools and publications for staff, and delivering a wide range of training for both front line and management staff.

Registration

Go to the **CWC Member's Portal** at:
<https://cwc.cedac.org/member.aspx>

- ◆ Sign in to your member account with your **username (e-mail address)** and password. *If you don't know or have forgotten your password, click on "Retrieve Account Information". You will then have the ability to retrieve your password via e-mail or First Name/Last Name. Click "New Member Registration" if you're new to CWC.*
- ◆ Once logged in, you will be directed to your **"Members Profile"**. Please review & update your contact information.
- ◆ Click on **"Events"**. Choose **"Introduction to Workforce Development"** and click **"Register Now"**. You will then be asked to click on **"Finalize"** to complete your registration.
- ◆ Once registration is finalized an automatic confirmation email will be emailed to you. **Each person attending must register with their own email address.**

If you have any questions about online registration, please contact Dilia L. Ramirez at dramirez@cedac.org or 617-727-5944.