



Commonwealth Workforce Coalition

A Network of Massachusetts Community-Based Workforce Development Practitioners

A TRAINING EVENT

Introduction to Workforce Development

Wednesday March 31, 2010

9:30 AM to 12:30 PM

Lawrence Community Works

How much do you know about the field in which you work?

If you are new to workforce development, this introductory workshop may be for you!

Attend this training to get an overview of the workforce development industry. This interactive session is especially designed for staff in their first year or two of working in education, training, and employment programs.

You can expect to learn more about:

- recent history of federal and state legislation and how these laws affect your work;
- how federal and state funds flow and who sets public policy;
- the organizations and programs that make up the workforce development system in Massachusetts;
- principles and standards for workforce development staff;
- information and tools that will make your work easier and more effective.

There is no charge but pre-registration is required.

Please see the back of this form for information on registration.

(Directions will be emailed to registrants one week before the training.)

For more information about the training, contact Geoff Beane at geoffbeane@aol.com or 617-834-1630.

For more information about online registration, contact Erin Burdett at eburdett@cedac.org or 617-727-5944.

□ The Commonwealth Workforce Coalition (CWC) provides professional development and networking services for workforce development professionals working in the areas of education, training and employment.

□ The Community Economic Development Assistance Corporation (CEDAC) manages the CWC.

□ This workshop is supported in part by a grant from the Strengthening Communities Fund

□ For more information about CWC activities, check the website:

<http://cwc.cedac.org>

or call 617-727-5944

Introduction to Workforce Development
Wednesday March 31, 2010
9:30 AM – 12:30 PM
Lawrence Community Works
Advance registration is required by Wednesday March 24, 2010.

TO REGISTER:

Visit our website at <http://cwc.cedac.org>

1. Click on the “Members Portal” link in the left-hand sidebar on the homepage.
2. Sign in to your member account with your username (email address) and password.
If you don't know or have forgotten your password, click on “Retrieve Account Information”. You will then have the capability to retrieve your password via e-mail or First Name/Last Name if we do not have your e-mail address on file.
3. Have you never attended a CWC event? Click on “New Member Registration” to set up your CWC account in order to register for the conference and future CWC events.
4. Once logged in, you will be directed to your “Members Profile”. Please review all contact information on this page for accuracy.
5. Click on “Events”. Choose “Introduction to Workforce Development Northeast” and click “Register now.”
6. Review the information and click register.
7. Click finalize.
8. Once registration is finalized a confirmation email will be sent directly to the email address you used to register. (Be sure to check your spam filter if you do not get this confirmation)

Please note that you cannot register multiple people on one username. Each attendee must register him /herself using his/her own username and password.

If you have any questions about online registration, please contact Erin Burdett
eburdett@cedac.org or 617-727-5944.