



Commonwealth Workforce Coalition

A Network of Massachusetts Community-Based Workforce Development Practitioners

A TRAINING EVENT

Introduction to Workforce Development

Wednesday June 30, 2010

9:30 AM to 12:30 PM

at Madison Park Village Community Room

□ The Commonwealth Workforce Coalition (CWC) provides professional development and networking services for workforce development professionals employed in education, training and employment programs.

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

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

<http://cwc.cedac.org>

or call 617-727-5944

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. There will be some fun and there will be some chocolate!

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.

If you have questions, please contact Geoff Beane, 781-890-2004.

Introduction to Workforce Development
Wednesday June 30th
9:30 AM – 12:30 PM
Madison Park Village Community Room
Advance registration is required by Wednesday June 23.

TO REGISTER:

1. Visit our website at <http://cwc.cedac.org>
2. Click on the “Members Portal” link in the left-hand sidebar on the homepage.
3. 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.

4. 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.
5. Once logged in, you will be directed to your “Members Profile”. Please review all contact information on this page for accuracy.
6. Click on “Events”. Choose “Introduction to Workforce Development Boston” and click “Register now.”
7. Review the information and click register, finalize.
10. 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 Rebecca Harris
rharris@cedac.org or 617-727-5944.