DATE: November 4, 2013
TO: LA’s Workforce Development System
FROM: Jaime H. Pacheco-Orozco, Director
       Workforce Development System
SUBJECT: WDS TRAINING BULLETIN NO. 14-02
         MANDATORY BUSINESS SERVICES TRAINING

EFFECTIVE DATE
This bulletin is effective upon date of issue.

PURPOSE
The purpose of this bulletin is to provide information about the Mandatory Business Services Training for the WIA Adult and Dislocated Worker WorkSource System. The training is scheduled for Wednesday, November 20, 2013. It is expected that all directors will be in attendance along with their appropriate staff members.

This day-long training is intended for all WorkSource System staff members, from directors to line staff, and will focus on Business Services requirements; what they are, how they differ from BusinessSource System services; how to make appropriate referrals; how to provide and document the services; and what working divisions within the WorkSource System contribute to the deployment of Business Services.

This training will also present the City's new Business Services Tracking System and instruct the system in its use. There will be an interactive activity during which participants will engage in breakout sessions to work on real case scenarios. This training will benefit all staff members regardless of their position or assignment.

WHAT: Mandatory Business Service Training
       for the WIA Adult and Dislocated Worker WorkSource System

WHEN: Wednesday, November 20, 2013
       10:00 a.m. to 4:00 p.m.

WHERE: Economic and Workforce Development Department
        1200 W. 7th Street, 4th Floor Training Room
        Los Angeles, CA 90017

RSVP: Please RSVP to Sheila Webb, at Sheila.webb@lacity.org and provide the
      names of the staff members who will be attending.

WDS CONTACT
If you have any questions regarding this bulletin, please contact Marty Gish at
marty.gish@lacity.org or (818) 374-9964, TTY (213) 744-9395.