



# CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT


WORKFORCE DEVELOPMENT BUREAU

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## INFORMATION MEMORANDUM: 12

Date: October 10, 2005

To: WIA Youth Sub-Contractors  
City of Long Beach, Workforce Development Bureau Staff

From: Bryan Rogers, Workforce Development Officer 

Subject: 2005-2006 In-Service Training Sessions

This purpose of this Bulletin is to announce the first of ongoing mandatory training sessions for Workforce Investment Act-funded youth sub-contractors providing services in the Long Beach local workforce investment area. Further information will be shared in the course of contract negotiations meetings. Please plan to send all appropriate staff to these sessions.

### **Introduction to the Workforce Investment Act (WIA) and Performance Outcome Requirements/Management**

Facilitators: LaDell White and Dawn Swann

Date/Time: Thursday, October 20, 2005, 8:30 - 10:30 a.m.

Location: Youth Opportunity Center, 350 Long Beach Blvd. (Corner of Long Beach Blvd. & 4th), Large Conference Room

Who should attend: All contractor staff involved in the contractor's WIA project, including program management, case management and other staff responsible for project services

### **Introduction to WIA Management Information System and Workforce Development Bureau's Virtual One-Stop System (Case Management System)**

Facilitators: Dawn Swann, Susan Gainey and Gary Flaxman

Date/Time: Thursday, October 27, 2005, 8:30 - 11:00 a.m.

Location: Career Transition Center, 3447 Atlantic Avenue (Corner of Atlantic and Wardlow), Plaza Room

Who should attend: All contractor staff involved in the contractor's WIA project, emphasizing project management and staff responsible for completing MIS documentation and tracking/transmitting youth customer data.

Should you have any questions, please contact Rick Gonzalez at (562) 570-4716.