

Rick Scott
GOVERNOR



Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: July 22, 2014
TO: Regional Workforce Board (RWB) Executive Directors
FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support
SUBJECT: CareerSource Branding Materials in the Adobe Connect Learning Management System

CareerSource Florida, in collaboration with the Florida Department of Economic Opportunity (DEO), would like to ensure new RWB staff are able to easily access the CareerSource Florida branding materials in the Adobe Connect learning management system. Additionally, it is critical new staff review the materials to learn and understand the values outlined in the branding materials. As a result, the branding materials will be included as a part of the Tier One materials. Each new staff member will be assigned to the branding training through Tier One.

Each new RWB staff member who is provided a user name and password combination so they can complete Tier One will be able to learn about CareerSource Florida and the statewide unified branding process when they complete the Tier One training program.

The training will appear under the Tier One training on the ***My Training*** page, allowing the staff member to easily access the training and watch the videos with a click of the mouse. If you have any questions, please call Erica Mott directly at (850) 245-7416 or email Erica Mott at Erica.Mott@deo.myflorida.com.

LAS/oem

cc: Tom Clendenning
Adriane Grant
Michael Lynch
Anita Richardson