

Rick Scott  
GOVERNOR



Jesse Panuccio  
EXECUTIVE DIRECTOR

M E M O R A N D U M

**DATE:** September 24, 2014  
**TO:** Regional Workforce Board Executive Directors  
**FROM:** Lois A. Scott, Chief, Bureau of One-Stop and Program Support  
**SUBJECT:** Statewide Fall Training – Trade Adjustment Assistance (TAA) Program

The Department of Economic Opportunity (DEO) is pleased to announce the Statewide Trade Adjustment Assistance (TAA) Program Fall Training scheduled for November 18<sup>th</sup> – 21<sup>st</sup>. Previously, we sent a memorandum requesting for you to make preparation for staff to attend. We are excited that this year, we will bring all staff together at the same time. This training has been specifically designed for front-line staff (local TAA Coordinators). However, we also encourage the attendance of those individuals who have direct supervision over the program including rapid response and quality assurance staff to join us. A copy of the draft agenda is attached for your use.

It is very important that Regional Workforce Boards (RWBs) send appropriate staff for the entire period. Training will begin on the first day at 1:00 p.m. and conclude on the last day at 12 noon. The training location will be: **CareerSource Tampa Bay – 9215 North Florida Avenue – Suite 101 – Conference Room #5 – Tampa, Florida 33612**. If the designated local TAA Coordinator is not available to attend, please send a back-up to represent your region.

For your convenience, we have identified a few hotels not too far from the training location. Unfortunately, we were not able to enter into an agreement with any of the listed hotels to block rooms, so feel free to use this information as guidance to assist you in planning and making your reservations.

Embassy Suites – 3705 Spectrum Boulevard – Tampa, FL 33612 (813) 977-7066  
Hyatt Place – 11408 N. 30<sup>th</sup> Street – Tampa, FL 33612 – (813) 979-1922  
Wingate by Wyndham – 3751 E. Fowler Avenue – Tampa, FL 33612 - (813) 979-2828

The attached Training Registration Form is required to be completed by your region with specific instructions and returned to [Mershal.Noble@deo.myflorida.com](mailto:Mershal.Noble@deo.myflorida.com) no later than Friday, October 17, 2014. Contact Ms. Noble at (850) 921-3317 if you have any questions.

LAS/omn

Attachments: [Trade Adjustment Assistance \(TAA\) Statewide Training Registration Form Tampa, Florida/2014 AGENDA](#)

cc: Tom Clendenning      Anita Richardson      Erica Mott      Local TAA Coordinators

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
866.FLA.2345 | 850.245.7105 | 850.921.3223 Fax  
[www.floridajobs.org](http://www.floridajobs.org) | [www.twitter.com/FLDEO](https://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](https://www.facebook.com/FLDEO)

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