

**Rick Scott**  
GOVERNOR

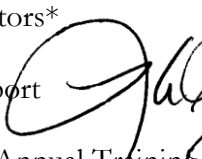


**Jesse Panuccio**  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** October 8, 2014

**TO:** Selected Regional Workforce Board (RWB) Executive Directors\*

**FROM:** Lois A. Scott, Chief, Bureau of One-Stop and Program Support 

**SUBJECT:** Military Family Employment Advocacy Program (MFEAP) Annual Training

The purpose of this communication is to announce that the Department of Economic Opportunity's Military Family Employment Advocacy Program (MFEAP) will conduct annual program training on December 3-4, 2014. The training will take place at the headquarters of the Florida Department of Economic Opportunity located in the Caldwell Building, Room B-50, 107 E. Madison Street, Tallahassee, Florida, 32399. All Military Family Employment Program advocates should plan on attending this training.

This year's training will focus on *Enhancing the Employability of the Military Spouse*. First day discussions will begin with a review of program focus, the advocate's role, performance indicators and performance reports. The remainder of the two day training agenda will be Train-the-Trainer sessions focusing on fine tuning each advocate's customer interaction and instructional skills in selected areas; Motivational Interviewing, Resume Preparation, and Interviewing Techniques. The driving force behind this year's training is to impact the primary goal of the MFEAP program; Entered Employment.

RWB's will initially pay the travel and per diem expenses and the Department will reimburse the region by increasing the RWB's NFA after the staff attends these training sessions. After all the travel expenses are paid by the RWB, each RWB will provide the final dollar amount, by grant program, to Angela Feeser via e-mail at [angela.feeser@deo.myflorida.com](mailto:angela.feeser@deo.myflorida.com). The Department will issue NFA's increasing each RWB's allocation to cover these expenditures.

Arrangements concerning overnight accommodations and the training agenda will be sent out shortly after this announcement.

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Please contact William Hyler, MFEAP Program Coordinator at (850) 717-0762 or [william.hyler@deo.myflorida.com](mailto:william.hyler@deo.myflorida.com) or Shawn Forehand, State Veterans' Program Coordinator at (850) 717-0760 or [shawn.forehand@deo.myflorida.com](mailto:shawn.forehand@deo.myflorida.com) with any questions concerning this years' training.

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Attachments

\*Rick Beasley  
Kimberly Bodine  
Bruce Ferguson  
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Lisa Rice  
Linda Sumblin

cc: Mike Lynch  
Shawn Forehand