

Rick Scott
GOVERNOR



Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: August 11, 2014
TO: Regional Workforce Board (RWB) Executive Directors
FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support
SUBJECT: Workforce Professional Development Summit Data Entry System Training

The Monster team, in collaboration with the Florida Workforce Development Association (FWDA), will provide training on the new labor exchange and case management system during the Workforce Professional Development Summit being hosted in Orlando, Florida. Each class will last a total of two hours and forty-five minutes. The first class will be hosted on Wednesday afternoon, October 29, 2014, and the class will be repeated twice on Thursday, October 30, 2014. This training is an introductory session for front line users and is different from the sessions that are being offered on Tuesday for your super users.

The RWB can register staff to attend this special session by completing the link to the [registration form](#) and returning it to nikki.brown@deo.myflorida.com. Registered staff will need to plan on attending both sections of their registered class. Seating will be limited; therefore registration will be on a first come first served basis.

Any staff attending the Summit needs to be registered on the [summit website](#) at www.ocoos.com/me/careersource-florida.

If you have any questions, please contact Erica Mott by email at erica.mott@deo.myflorida.com or by phone at (850) 245-7416.

LAS/oem

cc: Tom Clendenning
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