

**Rick Scott**  
GOVERNOR



**Jesse Panuccio**  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** April 8, 2015

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

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

**SUBJECT:** Professional Development Webinars – Microsoft PowerPoint and Microsoft Word

In response to requests made by Regional Workforce Boards (RWBs), the Department of Economic Opportunity (DEO) will be offering professional development training webinars. The professional development training series is designed to provide training opportunities to build or enhance staff skills.

The upcoming sessions will focus on providing the essential for using Microsoft Word and Microsoft PowerPoint. The webinars are listed in the attachment. To register, use the links provided in the attached schedule.

LAS/oel

Attachment

cc: Tom Clendenning  
Michael Lynch  
Trina Travis

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