




Rick Scott
Governor
Cynthia R. Lorenzo
Director

MEMORANDUM

DATE: January 26, 2011
TO: Regional Workforce Board Executive Directors
FROM: Lois A. Scott, Program Manager, One-Stop and Program Support 
SUBJECT: Spring Training Schedule for the Trade Adjustment Assistance Program

The Agency for Workforce Innovation (AWI) is pleased to announce the Trade Adjustment Assistance (TAA) Program Spring Training schedule for 2011. Please share this memorandum and attachments with the appropriate staff in your region. Training has been specifically designed for front-line staff (local TAA Coordinators), partner program career managers, supervisors, program managers, rapid response coordinators, and regional TAA Coordinators.

It is critical that Regional Workforce Boards (RWBs) and program providers send the appropriate staff. We are conducting training in three areas (Panhandle, Central and South Florida). All training materials will be provided to attendees on site.

Please see Attachment A which has the training date, time, location, room capacity and RWB to be invited to attend. We are asking that each region complete Attachment B, the TAA Training Reservation Form and return it by the reservation due date. Only one form per RWB should be submitted.

The AWI wishes to thank the host regions for their efforts in arranging the training. If you have any questions regarding the information in this memorandum, please contact Mershal Noble at (850) 921-3317 via e-mail at Mershal.Noble@flaawi.com or Carol Booth at (850) 245-7167 or via e-mail at Carol.Booth@flaawi.com.

LAS/omn

Attachments

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Agency for Workforce Innovation

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