MEMORANDUM

DATE: February 19, 2018

TO: Local Workforce Development Board (LWDB) Executive Directors

FROM: Daniel P’Pool, Workforce Services Research and Training Manager

SUBJECT: Training Coordinator Training

In response to requests received from several LWDBs, the Florida Department of Economic Opportunity (DEO) is offering a training coordination webinar for LWDBs. The webinar topics will include:

- Registering a staff member in the Adobe Connect Learning Management System.
- Registering a staff for the Tier One Certificate Exam.
- Finding Tier Two using the Training Catalog.
- Reading the Tier One and Tier Two Report.

To register for the online lesson, go to [https://attendee.gototraining.com/r/7713266872017581569](https://attendee.gototraining.com/r/7713266872017581569). Once registered, the registrant will receive a follow up email with the address of the live training. Audio will be provided through their computer. Please ensure speakers or headphones are in working order before the session begins. If you have any questions, please email Erica Liem at Erica.Liem@deo.myflorida.com.

DWP/oeI

cc: Taylor Hatch
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