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EXECUTIVE DIRECTOR

**FLORIDA DEPARTMENT of
ECONOMIC OPPORTUNITY**

MEMORANDUM

DATE: October 1, 2012

TO: Regional Workforce Board (RWB) Executive Directors 

FROM: Lois A. Scott, Program Manager, Workforce Program Support

SUBJECT: Veterans' Program Management Training

The purpose of this memorandum is to announce that the Department of Economic Opportunity's State Veterans' Program is offering an in-state *Managing Case Management* veterans' supervisory staff training session in Orlando (this training is not designed for DVOP/LVER staff). Normally region's management staff would travel to Denver to complete this training at the National Veterans Training Institute (NVTI). However, due to the large number of management staff who oversee DVOP case management activities, NVTI has agreed to provide the training in Florida.

The training session is scheduled for January 30th – February 1st, 2013, and is the only scheduled management training that NVTI will provide this year. The training will be conducted at the Workforce Central Florida's board office, 707 Mendham Blvd., Suite 250, Orlando, FL 32825. The training session will convene at 8:00 AM and adjourn at 4:30 PM Wednesday-Thursday and 8:00 AM – 12 NOON on Friday.

Registration for this training can be accomplished online through the DEO Training Calendar at: <http://www.floridajobs.org/workforce-board-resources/professional-development-and-training/program-training-calendar> OR by completing the attached Veterans' Program Training Registration Form. It is strongly encouraged that at least one management staff, with veterans' program supervisory responsibility, from each region attends this training session. It is recommended that you register early. There are only 35 seats available for this course and managers with direct supervision of DVOP staff will be given priority.

This training session will focus on enhancing awareness of issues and management techniques related to case management. In addition, participants will gain knowledge in legal and ethical issues, understanding the importance of employer outreach and techniques for team building both inside and outside the One-Stop Career Center.

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The RWB's will initially pay the travel and per diem expenses. After all the travel expenses are paid by the RWB, each RWB will provide the final dollar amount to Carolyn Cain via e-mail at carolyn.cain@deo.myflorida.com. The Department then will issue NFA's increasing each RWB's allocation to cover these expenditures. If needed, travel advances may be authorized by RWB's in accordance with state travel policies.

We have attached a list of available hotels in the area of the training which participants may contact to make accommodation reservations. There are no preset arrangements for room rates or set-aside rooms with these hotels. The list also does not imply any endorsement of the facilities nor constitute an all inclusive list of available hotels in the area.

Please contact Shawn Forehand at (850) 245-7424 or shawn.forehand@deo.myflorida.com; or Paul Furbush at (850) 921-3867 or paul.furbush@deo.myflorida.com with questions about the training or if assistance is needed in making travel arrangements.

LAS/ssf

Attachments

cc: Cliff Atkinson
Shawn Forehand
Paul Furbush
Carolyn Cain
Erica Mott
Ronnie Carter