



FLORIDA
DEPARTMENT of
ECONOMIC
OPPORTUNITY

The Local Workforce Development Boards (LWDBs) may request training or technical assistance from the Florida Department of Economic Opportunity (DEO) by using this online form. To request training or technical assistance, please fill out this form and send it to WFSTraining@deo.myflorida.com. The submission of this form is a formal request.

1. If the training request is for a small number of staff, the training may be hosted over the internet using Go-to-Webinar.
2. If the training request is for a larger group of staff or will include over 20 staff for multiple regions, the DEO will request to travel to the LWDB to help facilitate training.
3. The DEO does not plan local training events but participates in events that are planned and hosted by the LWDB. Therefore, we have requested information below about the event DEO is be asked to participate in.

Additionally, the DEO has posted a host of training materials to the [DEO website](#) and the [TOPYX](#) learning management system. The LWDB may choose to download a “Traditional Training” or a presentation that does not include sound and tailor the materials to fit the LWDB’s needs. Or, the LWDB may opt to show a training presentation with sound, posted under the “Narrated Training” tab on the [DEO website](#). All training materials are posted to the [DEO website](#).

Requestor’s Full Name:

Job Title:

Phone Number: area code number

Email Address:

LWDB Number:

What type of training are you requesting? Virtual/Live Virtual/Recorded In-person(face-to-face)

How many staff will be attending the training?

Please list the LWDBs who are scheduled to participate:

What are the request dates of the training event:

Are these dates flexible? Yes No **Alternative dates:**



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Who will be the audience of the training? (select all that apply)

Program staff	Program managers	LWDB staff	Board members
Reporting staff	Job developers	Case managers	Job Developers

Other:

What program will the training be related to? Select all that apply

Federal Bonding	Finance and Accounting or Grants Management
Migrant Seasonal Farm Worker (MSFW)	Re-Employment Assistance (REA)
Supplemental Nutrition Assistance Program (SNAP)	Trade Adjustment Assistance (TAA) Labor
Trade Re-Adjustment Allowance (TRA)	Labor Market Information by WSER
Wagner Peyser (WP)	Welfare Transition (WT)
Workforce Innovation and Opportunity Act (WIOA)	Work Opportunity Tax Credit (WOTC)
Veteran Programs	Human Trafficking

Other: (example, general case management or serving youth):

Please describe specific training topics the LWDB wants DEO to cover:

If "on-site," provide information about the location, including the address and how many people the meeting space will hold in classroom or team style.

Does the location include a computer lab? Yes No If yes, number of computers?

If you have not already invited another region to participate, are you open to inviting another LWDB to attend? Yes No, we want personal attention.

Date completed:

WTC Team Use Only

Date received:

Received by:

Notes: