

## Training Coordination Newsletter

### TIER ONE CERTIFICATES

The Tier One Certificates have been printed for all staff who have completed the Tier One curriculum through the Adobe Connect Learning Management System since the process was transferred to the Florida Department of Economic Opportunity (DEO) and passed the Tier One Certificate Exam. Some of the certificates were picked up by leadership of the Regional Workforce Boards (RWBs) during the Board meeting week in Tallahassee, Florida, and other certificates were mailed directly to the RWBs. The mailed Tier One Certificates should be arriving any day, care of the requested contact established by the Executive Director.



JAN - FEB 2014



### SPOTLIGHT

**Grant information:  
Hearst Foundation -  
[http://  
www.raconline.org/  
funding/2624](http://www.raconline.org/funding/2624)**



### UPCOMING ONSITE TRAINING EVENTS

***Wagner-Peyser (WP) training is being offered to WP, Disabled Veterans Outreach Program (DVOP), Local Veterans Employment Representatives (LVERs), and managers at various locations around the state.***

**Advanced Case Management** is being offered to **DVOP** specialists and managers. **Advanced Promoting Partnerships for Employment** is being offered to **LVER** specialists and managers to help enhance outreach skills. Sessions are still available in the [Kissimmee](#), [Ft. Lauderdale](#) and [Tampa](#) areas. Select the respective link to learn more about registering. ***Space is limited.***

**We want to thank each RWB hosting the Veterans' program training this Spring. Thank you for working so hard to help us find and coordinate space! A special thank you goes out to Mr. Mason Jackson, Mr. Ed Peachey, Ms. Pamela Nabors, Mr. Bruce Ferguson and Ms. Kimberly Bodine.**

## RE-LAUNCH OF THE ADOBE CONNECT LEARNING MANAGEMENT SYSTEM



The Learning Management System for our Career-Source Florida partners is almost ready to launch again. The servers are back online. The staff lists from each RWB are being entered into the system. We are putting the Tier One Certificate Exam back in the system now and ensuring it works correctly. Our goal is to have the system fully operational by March 4, 2014. Information will be distributed soon to each RWB Executive Director and Training Coordinator about login instructions and the new Internet address.

## INTERNET-BASED TRAINING AVAILABLE

Did you know that Workforce3One has a list of online training that staff can complete from their computers? This includes training about business services, financial management, labor market information, services to Migrant and Seasonal Farmworkers (MSFW), etc. Just go [here](#) to check out what is available.

Materials are posted on the [DEO Training Materials](#) page. Until the learning management system is ready to log in to, staff can find the Tier One materials and study for the Tier One Certificate Exam by selecting the Adobe Connect tab on the [DEO Training Materials](#) page.

### MATERIALS



**Training**  
Knowledge  
useful abilities  
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What are other resources my staff can use to learn or strengthen their skills? There are many online resources. There are a lot of sites that offer training resources; these are just a few.

Coursera - [www.coursera.org](http://www.coursera.org) (free unless you take a certificate course)

Udacity - [www.udacity.com](http://www.udacity.com)

Lynda.com - [www.lynda.com](http://www.lynda.com) (pay a monthly fee)

edX - [www.edx.org](http://www.edx.org)

Alison.com - <http://Alison.com>

## SECURITY TRAINING

Recently, you received an email regarding how to protect confidential data (both on the computer and off the computer). This training must be provided to Florida Department of Economic Opportunity (DEO) staff when they are first hired and each year thereafter. The computer-based training created by DEO is titled, "Securing the Human" and is in a Learning Management System (LMS) managed by DEO's Information Technology Department. The Regional Workforce Boards (RWBs) were sent user names and passwords for their DEO staff to access the training. If you have not received user names and passwords for your DEO staff, email Mr. Shon Bynum at Steven.Bynum@deo.myflorida.com. The online training has to be completed every State Program Year (SPY) or prior to June 30. More information about live training opportunities will be forthcoming.



TIPS AND TRICKS - MAKE SURE TO KEEP DATA ON YOUR COMPUTER SAFE BY LOCKING YOUR COMPUTER EACH TIME YOU LEAVE. HOW DO I KEEP MY HOME SECURE FOR TEENS? THERE ARE MATERIALS ON [YOUTUBE](#)

## WEBINAR INFORMATION

WORKFORCE3ONE ALSO PROVIDES MATERIALS OR TOOLS ON THEIR TOOLKITS/COLLECTIONS PAGE. THESE TOOLKITS ARE GREAT FOR STAFF TO USE, RESEARCH, AND APPLY TO PROCESS AND PROCEDURE DEVELOPMENT. THESE TOOLKITS INCLUDE INFORMATION ON BUSINESS SERVICES, CASE MANAGEMENT, ETC.

The National Association of Workforce Development Professionals (NAWDP) hosted a session titled "[Put Your Customers in the Driver's Seat—5 Coaching Skills](#)" on February 20, 2014, at 3:00 PM ET. Go to the website to download the presentation.

March 20, 2014, the NAWDP will be hosting a training on the Federal Bonding Program: [One More Tool in a Workforce Professionals Toolbox](#). The session will be held at **3:00 PM EST**.



Workforce3One hosted a webinar on February 7, 2014, titled "Introduction to Creative Commons for Trade Adjustment Assistance Community College and Career Training (TAACCCT) Round 3 Grantees". You can click [here](#) to view the recording.

