

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN11-20

Date: December 8, 2011

Expiration Date: Permanent
50:74:km:15201

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: RECRUITMENT OF TRAINERS FOR THE CALIFORNIA WORKFORCE SERVICES NETWORK

This Information Notice is to request nominations from the Local Workforce Investment Areas (LWIA). The purpose of this nomination is to create a pool of qualified trainers for the California Workforce Services Network (CWSN) utilizing the training-for-trainers (T4T) approach. The CWSN's Organizational Change Management (OCM) Team is seeking nominations of 100 qualified and diverse trainers from the LWIAs and partners. There will be a separate training effort for the Community Based Organizations (CBO), who have Workforce Investment Act money that either begins, or continues beyond July 2, 2012.

The trainer(s) will be responsible for delivery of training pertaining to the CWSN within their designated LWIA; while maintaining the WSB standards and conduct in all training courses. The goal of the initial training is to ensure knowledge and provide hands-on experience to allow employees to navigate within the CWSN system to accomplish their daily job duties. After attending Trainer Camp Part 1, the nominees will be expected to develop initial individual training plans for their LWIA to ensure delivery of CWSN training to all those utilizing the system on July 2, 2012. At completion of the project, trainers will become the primary CWSN Trainer for their respective areas.

The nominated trainer(s) will receive nine days of training that will require travel, and must participate in the following tentatively scheduled training functions:

- February 2012 - 2.5 day Trainer Camp Part 1
- March 2012 - 1.5 day Trainer Camp Part 2
- April 2012 - 5 day Geographic Solutions, Inc. (GeoSol) T4T training

After attending the above training, the additional time commitment will be contingent upon the individual LWIA training plan. WSD requests that your nominee(s) become your Single Point of Contact (SPOC) to receive CWSN updates for future training materials and training modules through the end of 2012.

- May-June 2012 - Trainers begin training in their LWIA
- After July 2, 2012 - On-going training as necessary

The EDD, an equal opportunity employer/program, is a partner in this publication. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

LWIAs will be expected to support their trainer(s) by providing the following resources:

- Time and travel reimbursement to attend the nine days of training itemized above
- Classroom(s) set up for computer training with internet access to accommodate the LWIA staff requiring hands-on CWSN training
- Internet browser installed on each PC
- LCD Projector with screen
- Whiteboard or flipchart

The Workforce Services Division (WSD) will create a training support team that will be responsible for coordinating and overseeing all CWSN training sessions. The training support team will provide on-going support to the trainers by providing, but not limited to, the following training resources:

- On-call training support staff (during regular business hours)
- On-site support during initial system training held by each new trainer
- Initial training materials
- Follow-up training materials / modules

A specified number of trainers have been allotted to each LWIA, as indicated in the attachment. Each LWIA must provide a minimum of one trainer; additional trainers were allocated based on the CWSN survey results with a maximum of eight trainers. If the LWIA will not require the number of allotted trainers, please contact Annette Wolfgang at annette.wolfgang@edd.ca.gov. GeoSol will also be providing separate Management Information System (MIS) Administrator training; therefore, we suggest your MIS Administrator and nominated trainer(s) be separate individuals.

Each LWIA should nominate staff members who will be able to commit and adhere to the CWSN's training mission and timeline. If at any time the nominated trainer(s) cannot meet the time commitments, an alternate trainer must be selected. Submit your completed [CWSN Trainer Nomination Form](#) to cwsn@edd.ca.gov by **December 20, 2011**. All nomination forms must be approved by the LWIA Director or acting body. Should you have any questions regarding the nomination process, contact Kimberlee Meyer at (916) 654-6804. All other questions pertaining to the CWSN should be directed to cwsn@edd.ca.gov.

/S/ MICHAEL EVASHENK, Chief
Workforce Services Division

Attachment

CWSN ALLOTTED TRAINERS

Subgrantee Codes	WSD / LWIA	Total Allotted Trainers
DIV	LA / VENTURA Division	7
DIV	NORTHERN Division	7
DIV	SOUTHERN Division	8
CO	WSB -Central Office	6
ALA	ALAMEDA	1
ANA	ANAHEIM	1
CON	CONTRA COSTA	1
FET	FOOTHILL	1
FRS	FRESNO	1
GSC	GOLDEN SIERRA	1
HUM	HUMBOLDT	1
IMP	IMPERIAL	1
KIM	KERN INYO MONO	2
KNG	KINGS	1
LAI	LA CITY	3
LAO	LA COUNTY	4
LBC	LONG BEACH - Pacific Gateway	1
MAD	MADERA	1
MAR	MARIN	1
MEN	MENDOCINO	1
MER	MERCED	1
MON	MONTEREY	2
MLC	MOTHER LODGE	1
NAP	NAPA	1
NCC	North Central County Consortium	1
NOR	NORTEC	2
NOV	NOVA	2
OAK	OAKLAND	1
ORA	ORANGE	1
RCH	RICHMOND	1
RIV	RIVERSIDE	1
SAC	SACRAMENTO	5
SBE	SAN BENITO	1
SBI	SAN BERN CITY	1
SBO	SAN BERN COUNTY	3
SDC	SAN DIEGO	6
SFO	SAN FRANCISCO	1
SJC	SAN JOAQUIN	1
SJI	SAN JOSE / SILICON VALLEY	2
SLO	SAN LUIS OBISPO	1
SMC	SAN MATEO	2
SAN	SANTA ANA	1
SBA	SANTA BARB	1
SCR	SANTA CRUZ	2
SEL	SELACO	1
SOL	SOLANO	1
SON	SONOMA	1
SBY	SOUTH BAY	1
STN	STANISLAUS	1
TUL	TULARE	2
VNP	VENTURA PIC	6
VER	VERDUGO	1
YOL	YOLO	1

Total Allotted LWIA Trainers 73

Total Allotted WSB Trainers 28

Total Allotted Trainers 100

Equation: estimated users / 65 = allocated trainers per area rounded to the nearest whole number (Maximum allotted trainers 8)