

**TO: Workforce Investment Board
Executive Committee**

DATE: 1/6/03

FROM: WIB Staff

- For Action
 For Information
 Meeting Notes

SUBJECT: Training Opportunities for WIB Members

PROPOSED MOTION(S): Information Only

DISCUSSION: The WIB has expressed the need for continued training of Board members. Contact Joanne Presnell, 724-2041, if interested.

January 24 - Parliamentary Procedures: "Robert's Rules of Order".

Presenter: Jean Stallings

Where: 1880 Wardrobe, Large Conference Room

Time: 8-12 or 1-5

Come and get your own copy of Robert's Rules

January 30- 31 - Business Leadership, Business Results Conference

Presenter: CWA, DOL, EDD and others

Where: Manhattan Beach, CA

Designed for the Executive Director and a team of three WIB members. The focus will be solving business issues in a changing economy.

February 4 - WIA Performance Measures, Adult and Dislocated Workers

Presenter: Mr. Don MacMillan, State EDD

Where: Training Room A, Workforce Investment, next to Apple Annies

Time: 8 a.m. - 4 p.m.

An all day training concerning WIA performance measures for adults and dislocated workers.

February 5 - WIA Fiscal Procedures

Presenter: Mr. Don MacMillan, State EDD

Where: UC Coop Extension, 2145 Wardrobe

Time: 8 a.m. - 4 p.m.

An all day training concerning WIA fiscal policies and procedures.

ATTACHMENT(S): N/A

