

CITY OF LOS ANGELES

CALIFORNIA

LILLIAN KAWASAKI
GENERAL MANAGER

COMMUNITY DEVELOPMENT
DEPARTMENT

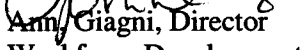
215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

Date: **AUG 29 2001**

To: All City of Los Angeles One-Stop Full Service and Satellite Centers
Attn: Executive Directors and Continuous Quality Improvement (CQI) Team Leaders

From: *For*  Ann Giagni, Director
Workforce Development Division

Subject: **WIA TRAINING BULLETIN NO. 02-17
DATA COLLECTION AND TREND ANALYSIS TRAINING WITH LORI STRUMPF
QUALITY STANDARDS: Information and Analysis, Process Management and Business Results**

Many of the centers requested additional training on data collection and trend analysis. The Workforce Development Division will offer this half-day training in two separate sessions on Wednesday, September 12, 2001 and Friday, September 21, 2001. Since the training is a continuation of the previous benchmarking trainings, only those centers that attended the benchmarking trainings are eligible to attend. If your CQI Team attended the August 16, 2001 data collection training, you need not attend these.

Date: Wednesday, September 12, 2001
Time: 1:30 p.m. to 4 p.m.
Location: Northeast LA Satellite, Goodwill Industries
342 San Fernando Road
Los Angeles, CA 90031

Date: Thursday, September 20, 2001
Time: 1 p.m. to 3:30 p.m.
Location: Wilshire-Metro Center One-Stop, Community Career Development
3550 Wilshire Blvd. # 500
Los Angeles, CA 90010

Parking will not be validated.
Refreshments will be provided.

Please have all members bring their certification manuals, CQI manuals, Memory Joggers, and calculators. One-Stop Centers may bring job seeker and business customer data to be analyzed to this training. Each session will be limited to the first 50 people who respond.

If there are any questions, please contact Mirela Chavez at (213) 473-5233, fax (213) 485-8151 or email her at mrchavez@cdd.lacity.org. by Sept. 7 (for Sept. 12th session) and Sept. 17 (for Sept. 20th session).

AG:JC:LA:AM

Attachment **AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER**

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