

# CITY OF LOS ANGELES

CALIFORNIA

CLIFFORD W. GRAVES, FAICP  
GENERAL MANAGER

COMMUNITY DEVELOPMENT  
DEPARTMENT

215 W. 6TH STREET  
LOS ANGELES, CA 90014



JAMES K. HAHN  
MAYOR

**RESPOND BY AUGUST 25, 2003**

To: All City of Los Angeles Full Service WorkSource and Satellite Centers

From: Ann Giagni, Director  
Workforce Development Division

Subject: **INFORMATION BULLETIN NO. 04-12**  
**WIA CASE MANAGEMENT FOR ADULT**

The Community Development Department will be hosting a one-day training seminar entitled **“WIA CASE MANAGEMENT FOR ADULTS”** facilitated by the Employment Development Department’s, Local Training Response Unit of the Workforce Investment Division, State of California. This workshop is designed for staff who have been performing case management duties for one year or less and for “seasoned” case managers who would like a refresher. Case management and assessment strategies are compared to clearly define roles in a One-Stop setting and recognize participant motivational factors and barriers. *Topics include: understanding your role, documentation, career development, employer linkages, best practices and assessments.*

**Date:** September 11, 2003

**Time:** 9:00 a.m. – 4:30 p.m.

**Location:** Community Development Department  
215 West 6<sup>th</sup> Street  
3<sup>rd</sup> Floor Conference Room  
Los Angeles, CA 90014

Each center may nominate two (2) participants. Maximum of 30 participants per session allowed. The seminar will be filled on a first-received basis. Please fax the nomination form below to Brenda Richmond at (213) 473-5553 **no later than August 25, 2003**. Call in nominations will not be accepted. We will fax your placement confirmation(s) to you. **PLEASE DO NOT SEND A PARTICIPANT WITHOUT CONFIRMATION.** If you have any questions, please contact Ida Rubio at (213) 485-0405.

Agency _____	Date _____
Training Coordinator _____	
Tel No. _____	Fax No. _____
Participants: 1. _____	
2. _____	



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