

CITY OF LOS ANGELES
CALIFORNIA

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN **TIME SENSITIVE**
MAYOR

DATE: OCT 10 2003

TO: All Full Service and Satellite WorkSource Centers
**ATTN: Executive Directors, Program Directors, Case Managers,
LEP Coordinators, Intake staff, and Business Services
Representatives**

FROM: Ann Giagni, Director
WorkSource Development Division

SUBJECT: WDD Information Bulletin NO. 04-27
LEP Interpreter Training Classes for WorkSource Bi-Lingual Staff

All bi-lingual WorkSource Center and Satellite staff who function as interpreters are encouraged to attend one of the following Interpreter Training classes taught by the Southern California School of Interpretation. The class will cover the ethics of interpretation, confidentiality, sight, consecutive and simultaneous translation. Certificates of completion will be awarded upon successfully completing the class. All successful staff who finish the training will have their names posted on the CDD website (<http://www.lacity.org/CDD/employment/interpreters091703pdf>) for system-wide networking purposes.

Please note the following schedule for WorkSource Interpreter training classes:

Class 7	Community Development Department 215 W. 6 th Street Room 8-1 Los Angeles, CA 90014 Contact: Susan Fong 213 473-0377	(Mon./Wed.) Nov. 10,12,17, 19, 24,26 December 1,3 1:30-4:30pm
Class 8	Westlake WorkSource Center 1055 Wilshire Blvd. Suite 900 Los Angeles, CA 90017 Contact: Janet Quan 213 353-1677	(Mon./Wed.) Jan. 5,7,12,14,19,21,26,28 1:30-4:30pm



Class 9 Community Development Department (Tues./Thurs.)
February 3,5,10,12,17,19
24,26
215 W. 6th Street Room 8-1 1:30-4:30pm
Los Angeles, CA 90014
Contact: Susan Fong 213 473-0377

Please sign up with Susan Fong by e-mail at sfong@cdd.lacity.org for the class of your choice. Classes are subject to cancellation due to lack of enrollment. Each class must have a minimum of 25.

If you have any questions, call Susan Fong at 213 473-0377.

AG:MC:SF