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GENERAL MANAGER

# City of Los Angeles

CALIFORNIA

COMMUNITY DEVELOPMENT  
DEPARTMENT



215 W. 6TH STREET  
LOS ANGELES, CA 90014

JAMES K. HAHN  
MAYOR

Date: JUL 08 2004

To: All WorkSource Center Directors, Business Service Representatives, and MIS Staff

From: Manuel Chavez, Acting Director  
Workforce Development Division

SUBJECT: **WDD TRAINING BULLETIN NUMBER 05-02  
MANDATORY BUSINESS SERVICES PERFORMANCE MEASURE  
TRAINING**

The City of Los Angeles will be providing training on the City's Business Services Performance Measure and SkillsMatch on Wednesday, July 21st, from 8:30 a.m. to 11:00 a.m. This class is mandatory for all individuals involved in business services and persons responsible for MIS data collection.

This training will discuss the business services Performance Measures, monitoring/compliance issues, and the use of SkillsMatch for tracking.

The training will take place at 215 W. 6<sup>th</sup> Street, Los Angeles 90014 3<sup>rd</sup> Floor Conference Room. Please email your response by July 16<sup>th</sup> or by faxing this form to Kimberly Hlaing at [Khlaing@cdd.lacity.org](mailto:Khlaing@cdd.lacity.org) or fax (213) 485-8151. Please do not send participants without confirmation.

### Business Services Performance Measures and SkillsMatch Training

Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax \_\_\_\_\_ Email: \_\_\_\_\_  
List Attendees: \_\_\_\_\_  
\_\_\_\_\_

If you have any questions, please feel free to contact Kimberly Hlaing at (213) 485-0498.