

# CITY OF LOS ANGELES

CALIFORNIA

CLIFFORD W. GRAVES  
GENERAL MANAGER



JAMES K. HAHN  
MAYOR

**COMMUNITY DEVELOPMENT  
DEPARTMENT**

215 W. 6TH STREET  
LOS ANGELES, CA 90014

**DATE:**

**TO:** All WIA-funded Service Providers

**FROM:** Manny Chavez, Acting Director  
Workforce Development Division

**SUBJECT: TRAINING BULLETIN NUMBER 05-18  
CQI TRAINING**

A Continuous Quality Improvement Training Session is scheduled for Tuesday, December 14, 2004, from 9:00 a.m. to 4:00 p.m., in the 2<sup>nd</sup> Floor Conference Room, at 215 West 6<sup>th</sup> Street, Los Angeles, California. This session, entitled Effective Teams, will be conducted by Ms. Denise Shields, of MaryAnn Pranke Consulting, and is highly recommended for all Adult, Dislocated and Youth Providers.

To sign-up for the training and to confirm your attendance, please e-mail Ruth Crandall, at [rcrandal@cdd.lacity.org](mailto:rcrandal@cdd.lacity.org). Please limit your attendance to two staff directly involved in your agency's ongoing CQI activities.

If you have any questions or need any further information, please contact your assigned Operations Analyst.

MC:VV:MG