

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: February 22, 2005

TO: All WIA-funded Service Providers

FROM: Manny Chavez, Acting Director
Workforce Development Division

**SUBJECT: TRAINING BULLETIN NUMBER 05-26
CQI TRAINING**

A Continuous Quality Improvement Training Session is scheduled for Tuesday, March 1, 2005, from 9:00 a.m. to 4:00 p.m., in the Training Room at Westlake WorkSource Center, 1055 Wilshire Boulevard, Suite 900A, L.A., 90017. 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. 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



CQI Technical Assistance & Training



JUST ADDED!

EFFECTIVE TEAMS

Workshop by:
Denise Shields

Presented by:

***City of Los Angeles Workforce Investment Board & the Community
Development Department, Workforce Development Division***

Date: Tuesday, March 1, 2005

Time: 9:00am – 4:00pm

Place: Westlake WorkSource Center, 1055 Wilshire Blvd Ste 900A, L.A., 90017

Effective Teams: Building a high performing work group is best achieved for most organizations through a successful team model. This course will enable its attendees to: Learn how to be a successful team member, set up successful team guidelines and roles, learn how to choose members for a successful team, learn how to move teams quickly toward a successful goal, learn when to select standing teams versus project based teams.



Name _____	Title _____
Organization _____	
Address _____	
City, Zip _____	
Phone # () _____	Fax # () _____
E-Mail _____	