

CITY OF LOS ANGELES
CALIFORNIA

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ANTONIO R. VILLARAIGOSA
MAYOR

DATE: November 28, 2005

TO: LA's Workforce Development System

FROM: Manny Chavez, Director
Workforce Development Division

SUBJECT: **TRAINING BULLETIN NO. 06-12**
DATA COLLECTION AND ANALYSIS

EFFECTIVE DATE

This bulletin is effective upon date of issue.

PURPOSE

A Continuous Quality Improvement Training Session is scheduled for Tuesday, December 6, 2005, from 9:00 a.m. to 1:00 p.m., at the Community Development Department (CDD), 1200 West 7th Street, Los Angeles, California 90017, in Room 428-A. This session entitled Data Collection and Analysis, will be conducted by Ms. MaryAnn Pranke, of MaryAnn Pranke Training and Consulting, Inc., and is highly recommended for all Adult, Dislocated Worker and Youth Providers.

During the session participants will explore various methodology for assessing the efficacy, reliability and validity of data used in Strategic Planning. Participants will also learn to apply analytical techniques to the use of data in their daily work.

DEADLINE FOR RESPONSE

To sign-up for the training and to confirm your attendance, please contact Ruth Crandall at rcrandal@cdd.lacity.org. Seating for this training is limited. Please limit your attendance to two staff directly involved in your agency's ongoing CQI and Certification activities.

WDD CONTACT

If you have any questions regarding this Training Bulletin, please call Marty Gish, at (213) 744-7153, or e-mail him at mgish@cdd.lacity.org.

MC:mg

