



ANTONIO R. VILLARAIGOSA
MAYOR

DATE: November 30, 2005

TO: LA's Workforce Development System

FROM: Manny Chavez, Director
Workforce Development Division

SUBJECT: **TRAINING BULLETIN NO. 06-14**
CAPE BALDRIGE EXAMINER ORIENTATION

EFFECTIVE DATE

This bulletin is effective upon date of issue.

PURPOSE

A Continuous Quality Improvement Training Session is scheduled for Friday, December 16, 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 CAPE Baldrige Examiner Orientation, 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.

In response to requests from throughout the City's Workforce System, MaryAnn Pranke, of MaryAnn Pranke Training and Consulting, Inc., is providing a CAPE Baldrige Examiner Orientation designed to introduce participants to the California State CAPE Examiner Training requirements and required Pre-work assignment.

This Orientation session is mandatory for anyone interested in participating in Round Two of the City's California State Malcome Baldrige Examiner (CAPE) Training, scheduled for February 9, 10, and 13, 2006.

Please note: The Pre-work assignment requires a minimum of 20 hours. Individuals who fail to attend the Orientation, or complete the Pre-work assignment will not be allowed to participate in the Examiner Training.

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