

## 2008 BETP Training Schedule

TRAINING NAME	SUMMARY	DATES/TIMES/LOCATION	TARGET AUDIENCE
<b>Technical Training for Refugee Contractors</b>	<p>TOPICS INCLUDE:</p> <ul style="list-style-type: none"> <li>▪ documentation of client participation</li> <li>▪ changes in federal reporting requirements</li> <li>▪ invoicing</li> </ul> <p>PRESENTERS:</p> <ul style="list-style-type: none"> <li>▪ Deb Lovejoy, BETP</li> <li>▪ Norm-Anne Rothermel, BETP</li> <li>▪ Bill O'Donnell, Inspiritec, Inc.</li> </ul>	<p><b>March 3, 2008</b>            9:00 – 4:00  Jewish Employment &amp; Vocational Services  One Winding Way  Monroe Office Building, Suite 100  Philadelphia, PA</p> <hr/> <p><b>March 11, 2008</b>            9:00 – 4:00  Human Services Building  (formerly the United Way Building)  One Smithfield Street  Homestead-Grays Room  Pittsburgh, PA 15222</p> <hr/> <p><b>March 13, 2008</b>            9:00 – 4:00  Farm Show Complex  Cameron and Maclay Streets  Rooms D and E  Harrisburg, PA 17110</p>	<p><b>Refugee contractors are required to attend.</b></p> <p>CAOs may wish to send their refugee caseworkers, but attendance is not required.</p>
<b>Improving Service to Clients with Limited English Proficiency</b>	<p>TOPICS INCLUDE:</p> <ul style="list-style-type: none"> <li>▪ providing services to culturally diverse individuals</li> <li>▪ accessing the workplace</li> <li>▪ vocational English language training</li> </ul> <p>PRESENTERS:</p> <ul style="list-style-type: none"> <li>▪ Burna Dunn and Chris Tombari, Spring Institute for Intercultural Learning</li> </ul>	<p><b>March 10, 2008</b>            9:00 – 4:00  Human Service Building  (formerly the United Way Building)  One Smithfield Street  Homestead-Grays Room  Pittsburgh, PA 15222</p> <hr/> <p><b>March 12, 2008</b>            9:00 – 4:00  Farm Show Complex  Cameron and Maclay Streets  Rooms D and E  Harrisburg, PA 17110</p> <hr/> <p><b>March 14, 2008</b>            9:00 – 4:00  Private Industry Council of Lehigh  1601 Union Blvd  Lehigh Valley, PA 18002</p>	<p><b>All employment and training contractors</b> who serve individuals for whom English is not their native language.</p> <p>CAOs are urged to send representatives.</p>

TRAINING NAME	SUMMARY	DATES/TIMES/LOCATION	TARGET AUDIENCE
<p><b>Case Management, Orientation Enrichment and Job Development Strategies Improvement</b></p>	<p>TOPICS INCLUDE:</p> <ul style="list-style-type: none"> <li>▪ Effective Job Development</li> <li>▪ Motivating Client Attendance</li> <li>▪ Structuring Orientation</li> <li>▪ Improving Case Management Services</li> </ul> <p>PRESENTERS:</p> <ul style="list-style-type: none"> <li>▪ Jodie Sue Kelly, Cygnet Assoc.</li> <li>▪ Beverly Ford, ASM Associates</li> </ul>	<p>All sessions run from 9:00 – 4:00 on each of the three days of the training.</p> <p><b>March 17 – 19, 2008</b>  Farm Show Complex  Cameron and Maclay Streets  Rooms D and E  Harrisburg, PA 17110</p> <hr/> <p><b>June 24 – 26, 2008</b>  OIM Staff Development  123 Boro Line Avenue  King of Prussia, PA 19406</p> <hr/> <p><b>September 16 – 18, 2008</b>  Human Services Building (formerly the United Way Building)  One Smithfield Street, Liberty Room  Pittsburgh, PA 15222</p> <hr/> <p><b>December 15 – 17, 2008</b>  OIM Staff Development  123 Boro Line Avenue  King of Prussia, PA 19406</p>	<p><b>All employment and training contractors</b></p> <p>CAOs are urged to send representatives.</p>
<p><b>Coaching</b></p>	<p>Jodie Sue Kelly, Cygnet Assoc., will work with individual contractors and CAOs to analyze how contractors' performance can be improved to increase client participation.</p>	<p>Dates vary. These sessions are the result of a survey conducted last summer of contractors and CAO interested in some individual coaching by Ms. Jodie Sue Kelly.</p> <p>Sessions are held in the local area.</p>	<p>Restricted to contractor and CAO staff from the area covered by the training.</p> <p>Registration is by invitation only and will be handled locally.</p>

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<p><b>Mitigating Criminal Histories to Facilitate Employment</b></p>	<p>TOPICS INCLUDE:</p> <ul style="list-style-type: none"> <li>▪ expungement</li> <li>▪ pardons</li> <li>▪ bonding</li> <li>▪ how to handle a criminal background during a job interview.</li> </ul> <p>PRESENTER:</p> <ul style="list-style-type: none"> <li>▪ Sharon Dietrich, Managing Attorney, Employment and Public Benefits, Community Legal Services, Inc.</li> </ul>	<p><b>May 13</b> 9:00 – 4:00 Private Industry Council of Lehigh Valley 1601 Union Blvd, Lehigh Valley, PA 18002</p> <hr/> <p><b>May 27</b> 9:00 – 4:00 Farm Show Complex Cameron and Maclay Streets Rooms D and E Harrisburg, PA 17110</p> <hr/> <p><b>August 5</b> 9:00 – 4:00 Human Services Building (formerly the United Way Building) One Smithfield Street, Liberty Room, Pittsburgh, PA 15222</p> <hr/> <p><b>November 3</b> 9:00 – 4:00 OIM Staff Development 123 Boro Line Avenue King of Prussia, PA 19406</p>	<p><b>All employment and training contractors.</b></p> <p>CAOs are urged to send representatives.</p>
<p><b>Annual Training</b></p>	<p>TOPICS INCLUDE:</p> <ul style="list-style-type: none"> <li>▪ Master Guidelines Changes</li> <li>▪ EARN Program Changes</li> <li>▪ Work Ready Program Changes</li> <li>▪ Performance Requirements</li> <li>▪ Work Participation Rate Calculation Changes</li> <li>▪ Orientation Enrichment</li> <li>▪ Record Reconciliation Using CWDS</li> <li>▪ Financial Management Issues and Plan Submission</li> <li>▪ Special Session for Community Action Agencies</li> </ul>	<p>All sessions run from 9:00 – 4:00 each day</p> <p><b>April 23 – 24</b> Altoona CareerLink 3001 Fairway Drive Altoona, PA 16602</p> <hr/> <p><b>April 30 – May 1</b> St. Benedicts Education Center 330 East 10<sup>th</sup> Street Erie, PA 16503</p>	<p><b>All employment and training contractors.</b></p> <p>CAOs are urged to send representatives.</p>

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		<p><b>May 14 – 15</b> Private Industry Council of Lehigh Valley 1601 Union Blvd Lehigh Valley, PA 18002</p> <hr/> <p><b>May 21 – 22</b> Westmoreland County Community College Founders Hall 145 Pavilion Lane Youngwood, PA 15697</p> <hr/> <p><b>May 28 – 29</b> Farm Show Complex Cameron and Maclay Streets Rooms D and E Harrisburg, PA 17110</p>	
<p><b>Refugee Contractor Annual Training</b></p>	<p>TOPICS INCLUDE:</p> <ul style="list-style-type: none"> <li>▪ Year in review</li> <li>▪ BETP Updates</li> <li>▪ Health Issues</li> <li>▪ Refugee Annual Admissions</li> <li>▪ Federal Updates</li> <li>▪ Technical Training</li> </ul>	<p>One session is offered.</p> <p><b>June 17</b> beginning at 8:30 a.m. and concluding on <b>June 18</b> at noon</p> <p>Willow Valley Resort Lancaster, PA 17602</p>	<p><b>Refugee contractors are required to attend.</b></p> <p>CAOs may wish to send their refugee caseworkers, but attendance is not required.</p>
<p><b>BETP 101</b></p>	<p>TOPICS INCLUDE a review of all basic information associated with the operation of employment and training programs.</p>	<p>Sessions run from 9:00 – 4:00 on both days.</p> <p><b>July 9 – 10</b> OIM Staff Development 123 Boro Line Avenue King of Prussia, PA 19406</p> <hr/> <p><b>July 23 – 24</b> Farm Show Complex Cameron and Maclay Streets Rooms D and E Harrisburg, PA 17110</p>	<p><b>Contractor and CAO staff</b> who are new to employment and training programs for TANF clients.</p>

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		<p><b>August 6 – 7</b>  Human Services Building  (formerly the United Way Building)  One Smithfield Street  Homestead-Grays Room  Pittsburgh, PA 15222</p> <hr/> <p><b>August 20 – 21</b>  Pennsylvania Military Museum, Auditorium 602  Boalsburg Pike  Boalsburg PA</p>	

Please register through the following website for the above training sessions:

<http://www.inspiritec.org/BETPOnlineforum/index.htm>

This schedule, along with changes or cancellations will also be posted on this website.