

June 7, 2013

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| DIRECTIVE: | JOB CORPS INFORMATION NOTICE NO. 12-60 |
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: Grace A. Kilbane
National Director
Office of Job Corps

SUBJECT: Job Corps Staff Training Webinars

1. Purpose. Provide the Job Corps community and the Outreach and Admissions staff with training through webinar sessions on various marketing and outreach topics.
2. Background. Training webinars that will be offered include:
 - Materials Overview and Navigating the Marketplace – This training provides information about the variety of marketing materials. Highlight: How to order materials from the Job Corps Materials Marketplace (www.mpf.com/jcmaterials). This webinar has an Outreach and Admissions staff focus.
 - How to Market Job Corps on a Budget – This webinar will provide guidance on marketing Job Corps to prospective students and your local community on a limited budget, and using resources available to you.
3. Action. Upcoming training webinars will be posted in the Event Registration area of the Job Corps Community website. To register, log on using your Citrix credentials. Then click **Event Registration** from the navigation menu at left. Click **Event Title** to select the event you wish to attend. Then click on the **Register for This Event** button.

Materials Overview and Navigating the Marketplace
Monday, June 17, at 11:00 a.m. Eastern (OA Focus)

Thursday, June 20, at 2:00 p.m. Eastern (OA Focus)

How to Market Job Corps on a Budget
Tuesday, June 25, at 11:00 a.m. Eastern

Thursday, June 27, at 3:00 p.m. Eastern

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Kristen Johnson at (202) 693-8014 or johnson.kristen@dol.gov.