

October 7, 2016

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-17</b>
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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:**                LENITA JACOBS-SIMMONS  
                         National Director  
                         Office of Job Corps

**SUBJECT:**            Announcing a Systemwide Student-centered Design Initiative  
                         Kick-off Webinar

1.    Purpose. To inform the Job Corps community of a kick-off Webinar for the Student-centered Design Initiative, and to request systemwide participation.
  
2.    Background. The National Office of Job Corps released Information Notice No. 16-05 September 16, 2016, announcing the implementation of a Student-centered Design Initiative. The initiative is a change-management effort that focuses on students' needs for success in their education, job training, work, and lives. The interactive design allows students to provide input and participate in the development process.
  
3.    References.
  - Job Corps Information Notice No. 16-05
  - Requirements for attending the event:
    - A computer with Internet access
    - Perform a system diagnostic to ensure your version of Adobe Flash is supported:  
[http://mahernet.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://mahernet.adobeconnect.com/common/help/en/support/meeting_test.htm)
    - Computer speakers for audio portion of the Webinar
    - Access the event no earlier than 30 minutes prior to the start of the event
  
4.    Action. Please join Lenita Jacobs-Simmons, National Director, Office of Job Corps and Richard Maher, an expert in the change management process, to learn more about this initiative, what to expect in the coming months, and how you can get involved.

**When: Tuesday, October 18, 2016 1:00 p.m. to 3:00 p.m., Eastern**

**Register Now:** <http://mahernet.adobeconnect.com/e81a6v5jmgo/event/registration.html>

Please note that this Webinar will not be presented via the Job Corps Data Center. After registering for the event, please see *References* above to ensure your computer has software capable of joining the Webinar.

Also note that space for this Webinar is limited. Center and Regional staff are encouraged to have multiple participants view the event at a single computer terminal wherever convenient.

Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.

5. Effective Date. Immediately.
6. Expiration Date. November 30, 2016
7. Inquiries. Inquiries should be directed to Kevin Culp at (202) 693-3679 or [culp.kevin@dol.gov](mailto:culp.kevin@dol.gov).