

North Carolina Community College System
Economic & Workforce Development Division

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Memo

To: CC Presidents

From: J. Larry Keen, Vice President
Economic and Workforce Development

Subject: Economic and Workforce Development Orientation Program
February 3-7, 2003

Date: January 3, 2003

This is a follow-up notice of the fourth annual Economic and Workforce Development Orientation Program which will be held at the System Office, 200 West Jones, Raleigh, NC during the period of February 3-7, 2003. The orientation is designed to inform newly assigned staff about the System's Economic & Workforce Development programs. Information announcing the Orientation is currently on the North Carolina Community College System website. You may preview the tentative agenda on the website:

www.ncccs.cc.nc.us/Business_and_Industry/whatisne.htm

This forum provides the state office staff an opportunity to learn from college staff about services needed by colleges from the System Office. These annual events help all of us more effectively and efficiently respond to workforce development needs in North Carolina. The program is a part of the Division's continuous improvement initiative.

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Fifty-nine Institutions Preparing North Carolina's World-class Workforce

New and Expanding Industry Training ~ Continuing Education ~ Small Business Center Network
Human Resources Development ~ Focused Industrial Training ~ Workforce Initiatives

Based on critiques from the prior year's orientation, we have modified the agenda to include participants recommendations. A registration packet was electronically distributed on November 26, 2002. We have enclosed the agenda and registration form again with this letter. If you have anyone planning to attend who has not registered, please have him or her do so as soon as possible to aid us with orientation logistics. If you have questions, call 919-733-7051 for Chuck Barham at Ext. 408 or Sandra Hall at Ext. 417.

Please discuss the upcoming orientation with your staff and note it on your calendar.

Enclosures

JLK/CB/sth

C: H. Martin Lancaster
Fred Williams
Senior Continuing Education Administrators
Human Resources Development Directors
New and Expanding Industry Training Directors
Focused Industrial Training Directors
Small Business Center Directors
Workforce Investment Act Coordinators

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