

# The Nuts & Bolts: Accessing Workforce Training Fund Programs and Writing a Successful Grant Application

## ***Presented by Associated Industries of Massachusetts and Commonwealth Corporation***

The purpose of the Workforce Training Fund (WTF) is to provide resources to support Massachusetts businesses in the training and development of current and newly hired employees.

These sessions are designed to familiarize employers with the variety of Workforce Training Fund programs, and to make them aware of how to access those programs in an effective and cost-efficient way by utilizing resources available to them through Associated Industries of Massachusetts (A.I.M.) and Commonwealth Corporation.

**Who should attend:** Individuals with responsibility for workforce training and development—owners and CEOs, operations managers, HR managers, training directors, etc. from employers of all sizes—as well as anyone who might be involved in preparing a grant application.

### **Program Content:**

- Overview of WTF Programs
- A.I.M. and Commonwealth Corporation— how we can help
- Detailed walk-through, and talk-through of the application itself—including what is behind the questions
- Step-by-step guidance on getting started, collecting information, etc.
- Critical insight on how to write:
  - A key business goal
  - A training objective
  - A business measure of success
- Contact information
- A look at your training plan, if you have one

<u>Date</u>	<u>Location</u>	<u>Time</u>
September 13, 2006	<a href="#"><u>A.I.M.'s Burlington Office</u></a>	8:30 a.m. - 12 Noon
September 28, 2006	<a href="#"><u>A.I.M.'s Bridgewater Office</u></a>	8:30 a.m. - 12 Noon
October 5, 2006	<a href="#"><u>A.I.M.'s Marlborough Office</u></a>	8:30 a.m. - 12 Noon
A.I.M. Member-\$50	Nonmember-\$75	<a href="#"><u>Click here to register</u></a>

For more information, please contact Bill Baldino at [wbaldino@aimnet.org](mailto:wbaldino@aimnet.org).  
 To learn more about the Massachusetts Workforce Training Fund Grant, [click here](#).