

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

| <u>Date</u>                         | <u>Location</u>  | <u>Time</u>           |
|-------------------------------------|--|-----------------------|
| <a href="#"><u>May 9, 2007</u></a>  | The Delaney House, Holyoke ( <a href="#">directions</a> )  | 8:30 a.m. - 12 Noon   |
| <a href="#"><u>May 10, 2007</u></a> | A.I.M.'s Bridgewater Office ( <a href="#">directions</a> ) | 8:30 a.m. - 12 Noon   |
| <a href="#"><u>May 17, 2007</u></a> | A.I.M.'s Marlborough Office ( <a href="#">directions</a> ) | 8:30 a.m. - 12 Noon   |
| <a href="#"><u>May 24, 2007</u></a> | A.I.M.'s Burlington Office ( <a href="#">directions</a> )  | 8:30 a.m. - 12 Noon   |
| <b>Fees:</b>                        | <b>A.I.M. Member-\$50</b>                                  | <b>Nonmember-\$75</b> |

For more information, contact Bill Baldino at 617-899-4951 or 800-470-6277, Ext. 392. To register online, click on one of the dates above or e-mail [wbaldino@aimnet.org](mailto:wbaldino@aimnet.org).