

# U.S. Department of Labor

Employment and Training Administration  
Sam Nunn Atlanta Federal Center  
Room 6M12 - 61 Forsyth Street, S.W.  
Atlanta, Georgia 30303



REGION 3 WIA & SWA ISSUANCE NO. 05-03

SUBJECT: Workforce Development Reporting and Performance Roundtable Session on Program Evaluation for Employment & Training Grantees

1. Purpose. To announce the Atlanta Regional Office's February 16-17, 2005, training session on evaluating employment and training programs for workforce development professionals.
2. Background. The Atlanta Regional Office established quarterly Workforce Development Reporting and Performance Roundtable sessions to provide updated information on evaluation and reporting topics and to provide a forum where state and regional office staff meet to discuss relevant issues.

The February 16-17 session will combine outcome evaluation to generate information for funding bodies with process evaluation for program improvement. The interactive workshop will include training in concepts of program evaluation, exercises in application of those concepts, and presentations on evaluation research findings. Participants will be given copies of Evaluating Social Programs at the State and Local Levels: The JTPA Evaluation Design Project, edited by Ann Blalock, and two documents from the W.H. Kellogg Foundation – Evaluation Handbook and Logic Model Development Guide.

This workshop is designed for people who evaluate their programs and would like the evaluation to be more effective and useful. Employment Service, Workforce Investment Act, and Trade Adjustment Assistance program staff who will benefit from this workshop include:

- grantee staff who are required to present evaluation information to oversight bodies, and wish the evaluation to be more relevant for their own program;
- people who either supervise or advise on the conduct of evaluation; and
- designers of programs for service delivery who wish to be able to build evaluation into their program designs.

The workshop facilitator is Nancy Bross, an Atlanta-based trainer, facilitator and consultant whose reputation in these fields is based on over a quarter of a century of experience. Her style is casual and participative, her processes robust and learnable, and her documentation clear, readable and practical.

The session will be conducted on February 16, 2005, from 9:00 a.m. to 5:00 p.m. and on February 17 from 8:30 a.m. to 12:00 noon. Please contact Anna Thomas of ETA's Atlanta Regional Office if you should require additional information about this session. She may be reached at (404) 562-2095 or by e-mail at [thomas.anna@dol.gov](mailto:thomas.anna@dol.gov).

3. Logistics. The training session on evaluating employment and training programs will be held on February 16-17, 2005, at the Embassy Suites Hotel at 2815 Akers Mill Road, in Atlanta, Georgia. Each individual interested in attending this session should register his or her attendance by faxing a completed registration form to Anna Thomas at (404) 562-2150 by the close of business on **Friday, January 21, 2005**. **Please note that participation in this session is limited to 50 individuals. Registrations will be processed on a “first-come, first-served” basis.** Please refer to the attached handout for details concerning the February 16-17, 2005, session, information on the registration process (including the registration form), and hotel accommodations.

A block of rooms will be held under the name of the *U.S. Department of Labor – Evaluation* at the special group rate of \$112.00 per night, plus a 13% sales tax. To reserve a room, please call the hotel directly at 1-800 EMBASSY, **no later than January 21, 2005**, and identify yourself as part of the *U.S. Department of Labor – Evaluation* room block to receive the special rate. After this date, this special rate and/or availability cannot be guaranteed. Please provide a major credit card when making your reservation to guarantee your room. Room and tax charges, along with all incidental charges, are the responsibility of each individual and must be paid upon departure.

4. Action. Recipients of this issuance should make it available to appropriate staff.

5. Inquiries. Questions regarding this issuance should be directed to the Office of Systems Support, Attention: Stephen Dean or Anna Thomas, at (404) 562-2095, or by e-mail at [Dean.Stephen@dol.gov](mailto:Dean.Stephen@dol.gov) or [Thomas.Anna@dol.gov](mailto:Thomas.Anna@dol.gov).

6. Expiration Date. February 18, 2005.

*Helen N. Parker*  
HELEN N. PARKER  
Regional Administrator

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