



Memo

To: Career Center Managers
From: WIA Adult Programs
Date: December 5, 2007
Re: Training Providers' Schedule

The purpose of this memorandum is to inform you of the schedule that the Training Providers will follow in conducting presentations at the Career Centers.

Training Providers must give the Career Centers 48 hours advanced notice prior to the scheduled date of the presentation. These presentations will be conducted on a monthly basis unless specified.

This schedule will be effective as of January 1, 2008.

If further assistance is needed, please contact Edna Smith at 305-594-7615 ext. 233 or esmith@southfloridaworkforce.com

Career Center	Contact Person / Phone Number	Date of Presentation
Carol City	Benjamin Hardy 305-620-8012 Ext. 238	First Friday 11:00 am to 1:00 pm
Hialeah Downtown	Carmen Pardinias 305-883-6925 Ext. 8015	Third Wednesday 9:30 am to 1:00 pm
Hialeah Gardens	Sophie Pisonero 305-826-4011 Ext. 245	Fourth Friday 2:00 pm to 4:00 pm
Homestead	Diana Gomez 305-242-5373 Ext. 265	First Tuesday 11:00 am to 1:00 pm
Little Havana	Mayra Toro 305-643-3300 Ext. 267	Second Friday 9:00 am to 1:00 pm
Miami Downtown*	Zeppernese Bethel 305-573-7301 Ext. 123	Second and Fourth Thursday 1:00 pm to 4:00 pm
North Miami Beach	Betty Gonzalez 305-654-7175 Ext. 246	Fourth Friday 10:00 am to 12:00 pm
Northside	Diana Salce 305-693-2060 Ext. 5264	First Thursday 9:00 am to 12:00 pm
Perrine	Madiley Broz 305-252-4440 Ext. 265	First Thursday 2:00 pm to 4:00 pm
West Dade	Thais Gutierrez 305-228-2300 Ext. 4267 Carl Alexis 305-228-2300 Ext. 4252	Fourth Friday 2:00 pm to 4:00 pm

Career Center/Contact Person/Phone Number	Dates of Presentation		
		10:00 am to 1:00 pm	2:00 pm to 5:00 pm
Miami Beach Vivina Elgueta 305-532-5350 Ext. 239	First Monday	Saber	Dade Medical
	First Tuesday	Management Resources	Hialeah Technical
	First Wednesday	Technical Career Institute Total Institute	Key Power
	First Thursday	MDCPS Advanced Technical	CDL School New Professional Tech
	First Friday	FL National College	2:00 pm to 4:00 pm
		South Florida Institute	American Advanced

*Miami Downtown schedule for January is as follows (reservations only):

January 17, 2008 1:00 pm to 4:00 pm

January 31, 2008 1:00 pm to 4:00 pm