

newSource

TECHNICAL ASSISTANCE, EDUCATION & SUPPORT

WorkSource Standards & Integration Division

Announcements & Updates

WebEx Virtual Meeting Suggestions

With many of us new to WebEx, there have been several requests for tips on how to facilitate virtual meetings.

Below, we have included helpful ideas for your next WebEx meeting. Thanks to everyone who has shared their insight!

Sending the invite: Remember that some features can only be enabled through the initial meeting invitation. You can decide which features you'd like to use at this time – including whether to mute all phones on entry and/or whether to enable participants to use the chat function to talk with one another privately.

Beginning the meeting: Log-in, start the meeting, and join the teleconference at least **10 minutes** before your scheduled start to welcome early arrivers and work out any technical bugs before the meeting begins. You can always pause your screen on the title slide if you don't want participants to see you clicking around on your desktop.

Facilitating discussion: You might want to utilize the "raise hand" function or "chat" function in order to gather questions. This prevents two people from asking questions at the same time and talking over one another.

Useful Data Link

[Google Public Data Explorer](#) features nationwide interactive UI information.

Technical Assistance Pts. of Contact

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Please Join Us for Upcoming Statewide Forums

In response to requests, the WorkSource Standards and Integration Division (WSID) will begin hosting forums on topics of interest during the month of September. We look forward to talking with you and hearing your ideas.

"Working with Partners" Conference Call

Recently, we have received requests to facilitate a conference call to discuss ideas on working with partners. Some WDCs would like to pose questions to the group, while others have ideas they think might be useful across the state. This promises to be a great opportunity to make connections and plan for next steps.

You are cordially invited to join us on **Thursday, September 29th** from **1:00-2:00**. Please contact Heather Bandeen (hbandeen@esd.wa.gov) to make suggestions, ask questions, or offer materials that may be useful to others.

Rapid Response Virtual Roundtable

It is our pleasure to invite rapid response points of contact to our first virtual roundtable on **Thursday, September 22nd** from **10-11:30**. We look forward to introductions and a very useful discussion. We are also interested in hearing your input about what would be most helpful for future roundtables.

We will be fortunate to be joined by Holly Mullins from the state's Health Care Authority. She will review the non-subsidized health insurance program and discount prescriptions while also answering your questions.

Please email Bob Hughes (bhughes@esd.wa.gov) or Dennis Birge (dbirge@esd.wa.gov) if you would like to join us.

On-the-Job Training (OJT) Basics Webinar Presentation & Discussion

We are planning an OJT Basics Webinar & Discussion for **Monday, September 26th** from **10:00-11:30** as part of the "retooling" effort. The goal of the *Retooling Washington's Workforce* initiative around on-the-job training is to expand and improve the use of this particular tool, particularly during the recent recession.

Because OJT has not – with a few exceptions – been widely used in Washington for some time, this upcoming webinar aims to rebuild staff awareness and system partner knowledge by focusing on its basic structure and requirements, sharing best practices, and identifying resources. We look forward to hearing implementation ideas from around the state.

Please contact Kathy Chatwood (kchatwood@esd.wa.gov) if you would like to participate and to receive additional information.