

Free Training!



Maryland Works, Inc.
10270 Old Columbia Rd., Suite
100
Columbia, MD 21046
410-381-8660 * FAX 410-381-1558

A Day of FREE Training for Employment Works Program Participants
Introduction to the Employment Works Program

Thursday, January 26, 2012

9:00 a.m. – 2:00 p.m.

(Required for all contract contacts from participating agencies)

Morning Session: “An Overview of the Employment Works Program”
(9:00-11:30 am)

- Program Overview & Mission
- Interacting roles and responsibilities of Maryland Works, Employment Works Program Providers, and State Agencies
- The basics of finding new contracts
- How new contracts are awarded
- Contract administration and billing
- Contract data collection

Afternoon Session: “Estimating Custodial Costs”
(12:30-2:00pm)

- The basics of fair market pricing
- Review of current pricing models
- Analyzing contract sites and understanding specifications
- Estimating labor time and distribution
- Preparing an itemized price proposal that covers your costs

REGISTER TODAY!

Please sign me up for:

___ Overview of the Employment Works program

___ Estimating Custodial Costs

Name _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____-_____-_____

Fax: _____-_____-_____ Email: _____

3 easy ways to register:

1. tel: 410-381-8660
2. fax: 410-381-1558
3. e-mail: registration@mdworks.com