



# *The University of Oklahoma*

## COLLEGE OF CONTINUING EDUCATION

### Nomination Protocol Workforce Oklahoma Training Institute

In an effort to avoid confusion and simplify the nomination process for attending workshops provided by the Workforce Training Institute at the University of Oklahoma, the following protocol will be implemented.

- A. All training topics, sites and dates will be pre-approved by the State OESC office.
- B. When workshops are scheduled, fliers describing the topic, sites, dates and who should attend will be sent by email to the designated contact person within the WIB staff, Center Managers, and the designee for the state office personnel.
- C. All nominations will be made to the Institute by email and will include date, site preferred and the name(s) of the individual(s) being nominated to attend. Nominations will be accepted only from the following. Please send emails to Elizabeth John (kim.e.john-1@ou.edu).
  1. Center Managers will nominate center staff that they directly or functionally supervise.
  2. WIB Staff will nominate the staff and WIA Provider Administrative Staff.
  3. The State Office Designee will nominate appropriate State Staff and area managers.

The purpose of the nomination process is not to limit who attends but to control the size of each workshop and to ensure that all who need and want training will be able to attend. The Institute will confirm all nominations with the designated contact persons prior to training. Every effort will be made to accommodate the nominations as requested. When more nominations are made than can be accommodated, designated contact persons will be notified and either an additional workshop will be scheduled or efforts will be made to place staff at another training site. Any questions should be made to the Workforce Oklahoma Training Institute at 405-325-1443 or email kim.e.john-1@ou.edu.