

**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](mailto:registration@mdworks.com)