



INSTRUCTION LETTER

REGIONAL INSTRUCTION NUMBER: WIOA R17-09

TO: SC Works Staff and Partners

SUBJECT: Stand Up Meetings

DATE	DATE	DATE
ISSUED: <u>16, 2021</u>	EFFECTIVE: <u>August 22, 2018</u>	EXPIRES: <u>Indefinitely</u>

PURPOSE: To communicate expectations regarding daily center communication.

BACKGROUND: SC Works OneStop Management Standard number one states: On-site partners are knowledgeable about all services available at the SC Works center. A process is in place to orientate and keep all staff continuously aware of all center and community services. In an effort to enhance center communication, the boards are issuing the following policy.

POLICY: Each center conducts Stand Up meetings daily for all on-site partners and staff. Daily happenings are discussed and announced by applicable representatives. The purpose of the meeting is to enhance communication. This meeting allows staff to hear first-hand about events, staffing needs for the day, services, center operations, etc. All staff and partners that are on-site during the time Stand Up is held are required to participate.

ACTION: Inform staff and partners of the expectations regarding Stand Up meetings.

INQUIRIES: Should you have any questions regarding this instruction, please contact Eva Anagnostis at 864-467-8142, TTY:711, or at eanagnostis@greenvillecounty.org Dana Wood at 864-596-2028 ext. 100, TTY 711, or at wood@upstateworkforceboard.org .

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Source: N/A