



The South Central Michigan Works! Training Centers are Now Open!!

Training Center Procedures/Policies

SCMW! is pleased to make its Training Centers available to organizations in Hillsdale (currently under construction), Jackson, and Lenawee Counties. For an organization to use an SCMW! Training Center, the following procedures need to be followed **at least two weeks prior** to the Center's intended use:

- **Check the Calendar to see if the Training Center is available**
- **Contact the Service Center (Jackson: 517-841-5627, Lenawee: 517-266-5627) to schedule training dates/times**
- **Complete and submit the Media Request Form**
- **Read and complete the Training Center Guidelines; Present a signed copy to the Service Center Manager**
- **Attend Training Center Orientation**

Click on "Resources and Information" to "Educational Resources" and then go to "SCMW Training Centers" in the right hand border - or go to http://www.scmw.org/resources/scmw_training_centers.html