**Submitted by:**       **Date Submitted:** Click or tap to enter a date.

The purpose of this survey is to ensure we have the most current information about your agency in advance of monitoring. This desk review will be used to review existing information prior to conducting the monitoring review. Please provide the most current in-use information and documents; do not provide documents that are in draft format or pending Board approval. Monitoring period of review will be from 4/1/24 to the date of monitoring notification was issued to the Board.

Submit the entire Desk Review Survey and supporting documentation or policies, etc. to:

* Monitoring Lead- Jolina Priesgen- Jolina.priesgen@dwd.wisconsin.gov

**WINNING WITH WISCONSIN WORKFORCE DESK SURVEY**

1. List **any and all event date(s)** **including the required event theme** for the identified quarter(s) in which the WDB hosted an event(s).
2. Describe how **each event (listed in 1. above)** stimulated deeper engagement with the workforce system and the exchange of best practices among regional business leaders.
3. Describe how **each event (listed in 1. above)** was tailored to the local WDA while working in coordination with DWD to elevate strategies that help address statewide workforce issues and opportunities.
4. Describe how the event was structured. Include specific information how each of the following items noted below were addressed and/or attained **(if "no" is selected, please describe in detail why it did not occur):**
	1. i. Were the events in-person or hybrid?

ii. Where in the WDA were they held?

* 1. Was there a formal event agenda, including presentations and other instructional content, that offered the opportunity for professional networking among business service team representatives and attendees? [ ]  yes [ ]  no
	2. List what target audiences were included in events, e.g. list specific business leaders, economic development professionals (including chambers of commerce and [regional economic development partners](https://wedc.org/programs-and-resources/regional-economic-development-partners/)), small business owners, education professionals, and workforce partners.
	3. Were the events open to the public and advised to news media? [ ]  yes [ ]  no
	4. Were attendees charged a fee to participate in the event(s)? [ ]  yes [ ]  no
	5. Did events include complimentary refreshments for attendees?[ ]  yes [ ]  no
	6. Did events have audio/visual technology including screen(s) for slide deck presentations, microphone(s), and a speaker system? [ ]  yes [ ]  no
	7. Did events have defined presentation space, e.g., speaking platform with podium? [ ]  yes [ ]  no
	8. Did events have a staffed welcome table to greet attendees, with staffing coordinated by the WDB? [ ]  yes [ ]  no
	9. Was at least one resource table, set up and staffed by the local Business Service Team, featuring resources and training providers? [ ]  yes [ ]  no
1. Describe how the WDB promoted the event locally.
2. Please list any accomplishment(s) that occurred which were above and beyond regarding this grant requirement that the WDB would like to bring to DWD-DET's attention.