

Ministry of Training,
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MEMORANDUM TO: Employment Ontario Service Providers completing Business Planning in SP Connect

FROM: Teresa Damaso
Director, Program Delivery Support Branch

DATE: October 21th, 2015

SUBJECT: **Update: Employment Ontario 2016-2017 Business Planning**

OBJECTIVE:

The purpose of this memo is to inform Employment Ontario service providers that the date for 2016-2017 Business Planning has been revised.

2016-2017 BUSINESS PLANNING:

As of **Wednesday October 28th, 2015** business plans will be available for completion in SP Connect, and the business plan instructions will be posted on each program's respective page on the EOPG.

Business plans must be completed and submitted in SP Connect by **Friday November 20th, 2015.**

A user guide and training module will also be available in the Employment Ontario Information System (EOIS) section of the EOPG.

If your organization has any questions about the business planning process please contact your Employment and Training Consultant (ETC).