



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

January 3, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-06
Distributed via Campus Email

TO: All Directors, Managers and Supervisors in the Office of Business Affairs
FROM: Mary Lee Hodge, Vice President for Business Affairs
RE: Required Employee Training

The Office of Human Resources will be conducting interactive "Basic Skills" training that will aid employees to make sound decisions and function productively in the workplace. The Basic Skills training will cover multiple modules including Key Policies, Time and Leave Policies, EEO/Sexual Harassment, Customer Service/Telephone Etiquette and Conflict Resolution. Each module with the exception of the EEO/Sexual Harassment will be one and a half hours in length. The entire training will be conducted over two half-day periods.

In order to facilitate uninterrupted service in your offices, employees will be trained in two groups, Group 1 and Group 2. Each of these training sessions will be limited to 40 participants. Please provide a list of employees in your unit, including yourself, who will attend each session with your list split between Group 1 and Group 2. **All employees must attend the training.** Please email your list to me no later than January 6, 2006.

The training will take place in Room 108 of the John B. Coleman Library as follows:

January 10, 2006	8:30 a.m. – 12:30 p.m.	Group 1
January 20, 2006	1:30 p.m. – 5:00 p.m.	Group 1
January 10, 2006	1:30 p.m. – 5:00 p.m.	Group 2
January 20, 2006	8:30 a.m. – 12:30 p.m.	Group 2

In addition to the above, all directors, managers and supervisors who supervise one or more employees are required to attend supplementary management training. That training will also occur in Room 108 of the John B. Coleman Library as follows:

January 18, 2006	9:00 a.m. – 12:00 p.m.	Management Group
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If you have an employee who just cannot make this training for some urgent reason, please let me know immediately. Make-up sessions have been scheduled for January 23, 2006, 8:30-4:30 for the Basic Skills training session and for January 25, 2006, 9:00-12:00 noon for the Management training (both in Room 108 of the John B. Coleman Library). If an employee cannot make the original training times, he/she is required to attend the make-up session(s).

Should you have any questions or concerns, please contact me at your earliest convenience.