



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

November 16, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-19

Delivered via Campus Email

TO: All Faculty and Staff

FROM: Mary Lee Hodge, Vice President for Business Affairs

RE: **Training Sessions for November**

The Office of Human Resources is offering fine opportunities for professional and leadership development for all employees and we encourage you to attend these upcoming sessions in November. Please do not forget to sign up for one of the dates below. Class sizes are limited to 20 participants. Contact Mr. Alan Corder at abcorder@pvamu.edu for your departmental training needs, or call the Office of Human Resources at 936-261-1724 to register for any of the sessions.

| NOVEMBER | | | | |
|--|------------|------------------------|----------------------|------|
| Activity | Date | Time | Location | Room |
| New Employee Orientation | 11/1/2006 | 9:00 a.m. - 4:00 p.m. | New Sci. Building | 123 |
| Pro Card | 11/3/2006 | 9:00 a.m. - 11:00 a.m. | HSB | 101 |
| Pro Card | 11/3/2006 | 2:00 p.m. - 4:00 p.m. | HSB | 101 |
| Performance Based Management Practices & Performance Evaluations | 11/6/2006 | 9:00 a.m. - 11:00 a.m. | HSB | 101 |
| Performance Based Management Practices & Performance Evaluations | 11/6/2006 | 2:00 p.m. - 4:00 p.m. | HSB | 101 |
| Time Traq | 11/7/2006 | 9:00 a.m. - 11:00 a.m. | HSB | 101 |
| Time Traq | 11/7/2006 | 2:00 p.m. - 4:00 p.m. | HSB | 101 |
| Creating World Class Customer Service | 11/9/2006 | 9:00 a.m. - 11:00 a.m. | HSB | 101 |
| Creating World Class Customer Service | 11/9/2006 | 2:00 p.m. - 4:00 p.m. | HSB | 101 |
| Form 500/EPA Document Due | 11/10/2006 | 5:00 p.m. | HSB | 109B |
| Time Management | 11/14/2006 | 2:00 p.m. - 4:00 p.m. | HSB | 101 |
| New Employee Orientation | 11/15/2006 | 9:00 a.m. - 4:00 p.m. | New Sci. Building | 123 |
| Performance Based Management Practices & Performance Evaluations | 11/16/2006 | 9:00 a.m. - 11:00 a.m. | HSB | 101 |
| PV Paws (hiring authority) | 11/15/2006 | 9:00 a.m. - 11:00 p.m. | HSB | 101 |
| PV Paws (creator) | 11/15/2006 | 2:00 p.m. - 4:00 p.m. | HSB | 101 |
| Performance Based Management Practices & Performance Evaluations | 11/16/2006 | 2:00 p.m. - 4:00 p.m. | HSB | 101 |
| Time Traq | 11/17/2006 | 9:00 a.m. - 11:00 a.m. | HSB | 101 |
| Time Traq | 11/17/2006 | 2:00 p.m. - 4:00 p.m. | HSB | 101 |
| Time Management | 11/20/2006 | 9:00 a.m. - 11:00 a.m. | HSB | 101 |
| Performance Based Management Practices & Performance Evaluations | 11/21/2006 | 9:00 a.m. - 11:00 a.m. | HSB | 101 |
| Performance Based Management Practices & Performance Evaluations | 11/21/2006 | 2:00 p.m. - 4:00 p.m. | HSB | 101 |
| Pro Card | 11/27/2006 | 9:00 a.m. - 11:00 a.m. | HSB | 101 |
| Pro Card | 11/27/2006 | 2:00 p.m. - 4:00 p.m. | HSB | 101 |
| Form 500/EPA Document Due | 11/27/2006 | 5:00 p.m. | HSB | 109B |
| PV Paws (hiring authority) | 11/28/2006 | 9:00 a.m. - 11:00 p.m. | New Sci. Building | 123 |
| PV Paws (creator) | 11/28/2006 | 2:00 p.m. - 4:00 p.m. | New Sci. Building | 123 |
| Performance Based Management Practices & Performance Evaluations | 11/29/2006 | 9:00 a.m. - 11:00 a.m. | HSB | 101 |
| Performance Based Management Practices & Performance Evaluations | 11/29/2006 | 2:00 p.m. - 4:00 .m. | HSB | 101 |
| Leave Coordinator's Meeting | 11/30/2006 | 9:00 a.m. - 11:00 a.m. | J.B. Coleman Library | 108 |

xc: President George Wright

www.pvamu.edu

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