



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 22, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-49

Delivered via Campus Email

To: All Faculty and Staff

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Training Sessions for April

The Office of Human Resources is offering opportunities for professional and leadership development for all employees we encourage you to attend one of these upcoming sessions in March. Please do not forget to sign-up, the class sizes are limited to 20 participants. You may contact Mr. Alan Corder at abcorder@pvamu.edu or call the Office of Human Resources at 936-261-1724 to register for any of the sessions.

April				
Activity	Date	Time	Location	Room
New Employee Orientation	4/2/2007	9:00 a.m. - 4:00 p.m.	Harrington Sci. Building	101
TimeTraq	4/3/2007	9:00 a.m. - 11:00 a.m.	Harrington Sci. Building	101
TimeTraq	4/3/2007	2:00 p.m. - 4:00 p.m.	Harrington Sci. Building	101
Pro Card	4/5/2007	9:00 a.m. - 11:00 a.m.	Harrington Sci. Building	101
Pro Card	4/5/2007	2:00 p.m. - 4:00 p.m.	Harrington Sci. Building	101
TimeTraq	4/6/2007	9:00 a.m. - 11:00 a.m.	Harrington Sci. Building	101
TimeTraq	4/6/2007	2:00 p.m. - 4:00 p.m.	Harrington Sci. Building	101
PV PAWS - Creators	4/9/2007	9:00 a.m. - 11:00 a.m.	Harrington Sci. Building	101
PV PAWS - Creators	4/9/2007	2:00 p.m. - 4:00 p.m.	Harrington Sci. Building	101
TimeTraq	4/10/2007	9:00 a.m. - 11:00 a.m.	Harrington Sci. Building	101
TimeTraq	4/10/2007	2:00 p.m. - 4:00 p.m.	Harrington Sci. Building	101
Performance Based Management Practices & Performance Evaluations	4/11/2007	9:00 a.m. - 11:00 a.m.	Harrington Sci. Building	101
Performance Based Management Practices & Performance Evaluations	4/11/2007	2:00 p.m. - 4:00 p.m.	Harrington Sci. Building	101
Time Management	4/13/2007	9:00 a.m. - 11:00 a.m.	Harrington Sci. Building	101
Time Management	4/13/2007	2:00 p.m. - 4:00 p.m.	Harrington Sci. Building	101
New Employee Orientation	4/16/2007	9:00 a.m. - 4:00 p.m.	Harrington Sci. Building	101
TimeTraq	4/17/2007	9:00 a.m. - 11:00 a.m.	Harrington Sci. Building	101
TimeTraq	4/17/2007	2:00 p.m. - 4:00 p.m.	Harrington Sci. Building	101
Workers Comp	4/18/2007	9:00 am - 11:00 am	Harrington Sci. Building	101
PV PAWS - Creators	4/19/2007	9:00 a.m. - 11:00 a.m.	Harrington Sci. Building	101
PV PAWS - Creators	4/19/2007	2:00 p.m. - 4:00 p.m.	Harrington Sci. Building	101
TimeTraq	4/23/2007	9:00 a.m. - 11:00 a.m.	Harrington Sci. Building	101
TimeTraq	4/23/2007	2:00 p.m. - 4:00 p.m.	Harrington Sci. Building	101
Performance Based Management Practices &	4/24/2007	9:00 a.m. - 11:00 a.m.	Harrington Sci. Building	101

Office of Business Affairs

P.O. Box 519; MS 1300 Prairie View, Texas 77446

Phone (936) 261-2150 Fax (936) 261-2159

www.pvamu.edu

April				
Activity	Date	Time	Location	Room
Performance Evaluations				
Performance Based Management Practices & Performance Evaluations	4/24/2007	2:00 p.m. - 4:00 p.m.	Harrington Sci. Building	101
TimeTraq	4/25/2007	9:00 a.m. - 11:00 a.m.	Harrington Sci. Building	101
TimeTraq	4/25/2007	2:00 p.m. - 4:00 p.m.	Harrington Sci. Building	101
Pro Card	4/27/2007	9:00 a.m. - 11:00 a.m.	Harrington Sci. Building	101
Pro Card	4/27/2007	2:00 p.m. - 4:00 p.m.	Harrington Sci. Building	101