



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 1, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-59
Delivered via Campus Email

To: Faculty and Staff

From: Mary Lee Hodge,
 Vice President for Business Affairs

Re: Training Sessions for May

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 May. Please sign up for any of the sessions shown below by contacting 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. Class sizes are limited to 20 participants so register early.

May				
Activity	Date	Time	Location	Room
New Employee Orientation	5/1/2007	9:00 a.m. - 4:00 p.m.	New Science Building	123
PV PAWS – Hiring Manager	5/4/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
PV PAWS – Creator	5/4/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Time Traq	5/9/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Time Traq	5/9/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Pro Card	5/10/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	5/11/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	5/11/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Creating World Class Customer Service	5/14/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Creating World Class Customer Service	5/14/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
New Employee Orientation	5/16/2007	9:00 a.m. - 4:00 p.m.	New Science Building	123
Performance Based Management Practices & Performance Evaluations	5/17/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	5/17/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Time Traq	5/18/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Time Traq	5/18/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Conflict –what’s Type got to do with it?	5/21/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Conflict –what’s Type got to do with it?	5/21/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Ethical Business Practices	5/22/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Ethical Business Practices	5/22/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101

May				
Activity	Date	Time	Location	Room
PV PAWS - Creators	5/23/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
PV PAWS – Hiring Manager	5/23/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Time Management	5/24/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Time Management	5/24/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Pro Card	5/25/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Pro Card	5/25/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Team Building	5/29/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Team Building	5/29/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Anchors Aweigh –Creative change Management	5/30/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Anchors Aweigh –Creative change Management	5/30/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101

xc: President George C. Wright