



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

June 14, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-69  
Delivered via Campus Email

To: All Faculty and Staff

From: Mary Lee Hodge  
 Vice President for Business Affairs

Re: **Training Sessions for June**

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 June. Please sign up early as class sizes are limited to 20 participants. Contact Mr. Alan Corder at [abcorder@pvamu.edu](mailto: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.

June				
Activity	Date	Time	Location	Room
New Employee Orientation	6/1/2007	9:00 a.m. - 4:00 p.m.	New Science Building	123
Pro Card	6/4/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Pro Card	6/4/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
New Employee Orientation	6/5/2007	1:00 p.m. - 5:00 p.m.	New Science Building	123
Time traq	6/7/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Time traq	6/7/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
New Employee Orientation	6/11/2007	8:00 a.m. - 12:00 a.m.	Harrington Science Building	101
Creating World Class Customer Service	6/11/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Time Management	6/12/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Time Management	6/12/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Workers Comp	6/14/2007	9:00 am – 11:00 am	Harrington Science Building	101
New Employee Orientation	6/15/2007	9:00 a.m. - 4:00 p.m.	New Science Building	123
Performance Based Management Practices & Performance Evaluations	6/18/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	6/18/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
PV PAWS – Hiring Manager	6/20/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
PV PAWS – Creator	6/20/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Anchors Aweigh –Creative change Management	6/21/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Anchors Aweigh –Creative change Management	6/21/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
PV PAWS – Creator	6/25/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
PV PAWS – Hiring Manager	6/25/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101

<b>Activity</b>				
Conflict –what’s Type got to do with it?	6/26/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Conflict –what’s Type got to do with it?	6/26/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Stress Management	6/28/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Stress Management	6/28/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101

xc: President George C. Wright