



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 10, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-78

Delivered via Campus Email

To: All Faculty and Staff

From: Mary Lee Hodge
Vice President for Business Affairs

Re: **Training Sessions for July**

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 July. Class sizes are limited to 20 participants therefore we encourage you to sign up soon for one of the dates below. 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.

July				
Activity	Date	Time	Location	Room
New Employee Orientation	7/2/2007	9:00 a.m. - 4:00 p.m.	Harrington Science Building	123
Pro Card	7/6/2007	9:00 a.m. - 11:00 a.m.	John B. Coleman Library	108
Pro Card	7/6/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Annual Enrollment	7/6/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Annual Enrollment	7/9/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Business Ethics	7/9/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Business Ethics	7/9/2007	2:00 p.m. - 4:00 p.m.	John B. Coleman Library	108
Time Traq	7/10/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Time Traq	7/10/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Time Management	7/11/2007	10:00 a.m. - 2:00 p.m.	John B. Coleman Library	108
Time Management	7/11/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Annual Enrollment	7/11/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
PV PAWS - Hiring Authority	7/12/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
PV PAWS - Creator	7/12/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Conflict –What’s “Type” Got To Do With It?	7/13/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
New Employee Orientation	7/16/2007	9:00 a.m. - 4:00 p.m.	Harrington Science Building	101
PV PAWS - Hiring Authority	7/17/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Annual Enrollment	7/17/2007	10:00 a.m. - 12:00 p.m.	Harrington Science Building	108
Annual Enrollment	7/18/2007	9:00 a.m. - 11:00 a.m.	John B. Coleman Library	108
Annual Enrollment	7/18/2007	1:30 p.m. - 3:30 p.m.	John B. Coleman Library	108

Office of Business Affairs

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

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July				
Workers Comp	7/18/2007	9:00 am – 11:00 am	Harrington Science Building	101
Business Ethics	7/18/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Annual Enrollment	7/20/2007	9:00 a.m. – 11:00 a.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	7/26/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Annual Enrollment	7/26/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Conflict – What’s “Type” Got To Do With It?	7/27/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Annual Enrollment	7/30/2007	2:00 p.m. – 4:00 p.m.	Harrington Science Building	101
Business Ethics	7/31/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Business Ethics	7/31/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101

xc: President George C. Wright