



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

January 18, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-27

Delivered via Campus Email

To: All Faculty and Staff

From: Mary Lee Hodge, Vice President for Business Affairs

Re: **Training Sessions for January**

The Office of Human Resources is offering opportunities for professional and leadership development for all employees and we encourage you to attend these upcoming sessions in January. 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](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.

<b>January</b>				
<b>Activity</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Room</b>
New Employee Orientation	1/3/2007	9:00 a.m. - 4:00 p.m.	New Science Building	123
Pro Card	1/4/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Pro Card	1/4/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	1/5/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	1/5/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
PV PAWS	1/9/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
PV PAWS	1/9/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	1/10/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	1/10/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Time Traq - Dept Administrators and Managers	1/10/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Time Traq - Dept Administrators and Managers	1/10/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	1/12/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	1/12/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	1/16/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	1/16/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
New Employee Orientation	1/17/2007	9:00 a.m. - 4:00 p.m.	Harrington Science Building	101
Workers Comp	1/17/2007	9:00 am - 11:00 am	Harrington Science Building	105

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](http://www.pvamu.edu)

<b>January</b>				
<b>Activity</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Room</b>
Performance Based Management Practices & Performance Evaluations	1/18/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Performance Based Management Practices & Performance Evaluations	1/18/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Time Management	1/19/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Time Management	1/19/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Pro Card	1/23/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Pro Card	1/23/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
PV PAWS	1/24/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
PV PAWS	1/24/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
Time Traq - Dept Administrators and Managers	1/29/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
Time Traq - Dept Administrators and Managers	1/29/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101
PV PAWS	1/30/2007	9:00 a.m. - 11:00 a.m.	Harrington Science Building	101
PV PAWS	1/30/2007	2:00 p.m. - 4:00 p.m.	Harrington Science Building	101