



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 25, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-79

Distributed via Campus Email

To: All Supervisor, Managers, Department Heads, Deans & Directors

From : Mary Lee Hodge
Senior Vice President for Business Affairs

Re: Leadership Training - *The Supervisor's Role in Employee Assistance – Responding to Workplace Conflict*

Over the past decade we have seen many changes in the workplace. Conflict and violence at work are two of those areas of change. Anger, explosive behaviors and conflict between peers and between supervisors and employees is becoming more common. As the workplace around us constantly changes, it is essential that supervisors understand the importance of responding to workplace conflict by utilizing the Employee Assistance Program.

The University, in partnership with the University of Texas Employee Assistance Program (UTEAP) will be hosting a leadership training session on ***The Supervisor's Role in Employee Assistance - Responding to Workplace Conflict*** on Monday, June 14th from 1:30 p.m. to 4:30 p.m. in the John B. Coleman Library, Room #108. Supervisors, managers, department heads, deans and directors are encouraged to attend an interactive session on the availability of the Employee Assistance Program as a proactive and problem-solving aid to manage employees.

As seating is limited, this session is open to the first 50 attendees. To reserve a space for this training session, please contact Ms. LaDonna Harris-Niang, the Training Specialist from the Office of Human Resources at Ext. 1724 or email her at laharris-niang@pvamu.edu.

www.pvamu.edu

Office of Business Affairs
Mail Stop 1300 P.O. Box 519
Prairie View, Texas 77446-0519
Phone (936) 261-2150 **Fax** (936) 261-2159