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LIEUTENANT GOVERNOR

State of Louisiana  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

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SECRETARY

MATTHEW A. JONES  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 02-032

April 15, 2002

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** Harassment/Discrimination Training - *Mandatory*

Mandatory training sessions have been scheduled for all employees in various locations across the state from April 26 - May 30, 2002. These training sessions are part of our continuing effort to provide periodic reviews and updates of the laws that pertain to employment issues.

All managers, supervisors, and employees must be assigned to one of the scheduled sessions. All training sessions listed below are open to all registrants. Registration lists from agencies and field offices must be submitted to the Human Resources Office at least three days prior to the training dates.

April 26, 2002	----- 1-4 p.m.	Bayou Segnette S.P.	Westwego, LA
May 08, 2002	9-12 noon & 1-4 p.m.	Poverty Point S.H.S.	Epps, LA
May 09, 2002	9-12 noon & 1-4 p.m.	Lake Bistineau S.P.	Doyline, LA
May 13, 2002	9-12 noon & 1-4 p.m.	U.S. Mint	New Orleans, LA
May 15, 2002	9-12 noon & 1-4 p.m.	Chicot S.P.	Ville Platte, LA
May 22, 2002	9-12 noon & 1-4 p.m.	State Library	Baton Rouge, LA
May 28, 2002	9-12 noon & 1-4 p.m.	Lake Fausse Pointe S.P.	St. Martinville, LA
May 30, 2002	9-12 noon & 1-4 p.m.	State Library	Baton Rouge, LA

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