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LIEUTENANT GOVERNOR

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

PHILLIP J. JONES  
SECRETARY

MATTHEW A. JONES  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 02-074

August 21, 2002

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

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

**SUBJECT:** **A Lunch & Learn Workshop**  
*(Another in our series of informational meetings on health and safety)*

### **A Teamwork@**

Sue Gunter, Head Coach  
LSU Tiger Women's Basketball  
Friday, September 20, 2002  
11:30 a.m. - 1:00 p.m.  
Seminar Center, State Library

You are invited to attend a Lunch & Learn Workshop presented by Sue Gunter, Head Coach of the LSU Tiger Women's Basketball Team. Coach Gunter will discuss how to achieve goals and success through teamwork by sharing some of her coaching experiences.

Employees can order lunch from A Grand Cru@ or bring their own lunch. You must provide your own soft drink. We encourage you, if possible, to pay by check as it makes the registration process much more efficient for us.

**This workshop will also serve as a safety meeting relating to health and well being.** Experts agree that those who experience success generally experience greater health and a longer life. Please complete the attached registration form and submit it to the Human Resources Office no later than noon on Wednesday, September 18, 2002. Registrations can also be made on-line on A Channel Z.@ The same deadline applies for cancellations which must be phoned in to us at (225) 342-0880.

Attachment

**Please Post and Circulate**

## A LUNCH AND LEARN® WORKSHOP

### A Teamwork®

Sue Gunter, Head Coach  
LSU Tiger Women's Basketball

Friday, September 20, 2002  
11:30 a.m. - 1:00 p.m.  
Seminar Center, State Library

## REGISTRATION FORM

Please Print

Name \_\_\_\_\_

Department \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ **Include me in the Box Lunch**

\*\*\* **NOTE:** If you are unable to attend after making a reservation and fail to notify us, please understand that we must consider this registration a guarantee for your payment.

### Lunch Choices from Grand Cru:

*All lunches are \$8.00 (including tax). Sandwiches also include chips and cookie.*

\_\_\_\_\_ **Highland Turkey Sandwich** with Cranberry Horseradish on Seven Grain Bread

\_\_\_\_\_ **Santa Fe Wrap** with Grilled Chicken, Roasted Pepper Remoulade, and Avocado

\_\_\_\_\_ **Shrimp Remi** with Remoulade, Avocado, and Spring Greens on a Croissant.

\_\_\_\_\_ **Basil Chicken Salad** Dressed on Seven Grain Bread

\_\_\_\_\_ **Caesar Salad** with Grilled Chicken

### Payment Choice:

\_\_\_\_\_ Check for the lunch amount payable to Grand Cru is attached.

\_\_\_\_\_ I will pay at the meeting (please pay by check)

**OR**

\_\_\_\_\_ I will attend the presentation but will not participate in the lunch.

**Signatures:**

**EMPLOYEE**\_\_\_\_\_

**Date**\_\_\_\_\_

**SUPERVISOR**\_\_\_\_\_

**Date**\_\_\_\_\_