



State of Louisiana

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LIEUTENANT GOVERNOR

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

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HUMAN RESOURCES MEMORANDUM NO. 02-076

August 23, 2002

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Training - Performance Planning and Review for Supervisors

The Comprehensive Public Training Program will be offering a number of Performance Planning and Review for Supervisors classes throughout the state over the next several months.

The following is a list of dates and cities for the classes. Additional classes may be scheduled if the demand for the training surpasses the class capacity.

September 10, 2002	Metairie
September 17, 2002	Baton Rouge
October 3, 2002	Baton Rouge
October 8, 2002	Alexandria
October 9, 2002	Shreveport
October 16, 2002	Lake Charles
October 22, 2002	Baton Rouge
October 31, 2002	Lafayette
November 21, 2002	Baton Rouge
December 4, 2002	West Monroe
December 11, 2002	Alexandria
December 18, 2002	New Orleans
December 19, 2002	Baton Rouge

If you are interested in attending any one of these classes, complete and submit a CPTP application. Further information regarding the classes will be forwarded to you.

Employees in Supervisory Group 1 who must take this class should make every effort to attend. After January 2003, the PPR training will not be as accessible.

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