



KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

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

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES

HUMAN RESOURCES MEMORANDUM NO. 03-011

January 14, 2003

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)

AJump Start Your New Year@

Christee Atwood, Speaker, Trainer, and Humorist
Thursday, February 27, 2003, 11:30 a.m. - 1:00 p.m.
Seminar Center, State Library

You are invited to attend a Lunch & Learn Workshop presented by Christee Atwood, Speaker, Trainer, and Humorist. Ms. Atwood will provide information on how to **AJump Start Your New Year@** with ideas about personal and professional growth, laughter, wellness, and much more.

Employees can order lunch from **AGrand Cru@** or bring their own lunch. You must provide your own soft drink. We encourage you, if possible, to pay by check.

This workshop will also serve as a safety meeting relating to health and well being. Experts agree that achieving success, effectively controlling stress, all with a little humor, can improve the quality of life. Please complete the attached registration form and submit it to the Human Resources Office no later than 3:00 p.m. on Tuesday, February 25, 2003. Registrations can also be made on-line on **AChannel 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

AJump Start Your New Year®

Christee Atwood, Speaker, Trainer, and Humorist
Thursday, February 27, 2003, 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 fruit and cookie.

_____ **Highland Turkey Sandwich** with Cranberry Horseradish on Seven Grain Bread

_____ **N=Awlins** Beef Brisket, Swiss Cheese, Raspberry Vinaigrette Slaw, Mustard on French Bread

_____ **Shrimp Remi** with Remoulade, Avocado, and Spring Greens on a Croissant

_____ **Muffaletta** Genoa Salami, Ham, Mortadella, Provolone, Olive Salad on Italian Loaf (Half)

_____ **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 _____