



State of Louisiana

KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

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®

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Thursday, February 27, 2003, 11:30 a.m. - 1:00 p.m.
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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** _____