



**KATHLEEN BABINEAUX BLANCO**  
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. 03-016**

**January 23, 2003**

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

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

**SUBJECT: Soft Skills Showcase Scheduled at Baton Rouge Community College**

The Baton Rouge Community College (BRCC) is sponsoring a free showcase of soft skills classes available through their regular programs. Representatives will be present from the Department of Labor and TANF grants programs to discuss grant information for those who may be interested in enrolling in regular BRCC classes.

The showcase sessions are scheduled for Saturday, February 15, 2003. Class descriptions and a registration form are attached. Employees outside of the Baton Rouge area may want to contact their local community colleges for similar offerings.

Please contact Andrea Benjamin at BRCC, (225) 219-0449, if you have any questions concerning this program.

Attachments

**Please Post and Circulate**