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LIEUTENANT GOVERNOR

**State of Louisiana**  
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DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 2014-012

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

**FROM:** Rikki Nicole David, SPHR, IPMA-CP (RND)  
Human Resources Director

**SUBJECT:** Performance Evaluation System (PES) Instructor–Led Training Dates

**DATE:** April 30, 2014

As previously announced in HR Memo 2014-009, instructor-led PES training sessions are now available for registration. This training is designed to strengthen Evaluating Supervisors' and Second-level Evaluators' understanding of the PES process/form. All training sessions listed below will be held in the second floor conference room (Room A-1) in the Capitol Annex Building in Baton Rouge. Each session will last approximately 2 hours.

Thursday, May 15<sup>th</sup> - 10:00 AM  
Wednesday, May 21<sup>st</sup> – 2:00 PM  
Thursday, June 26<sup>th</sup> – 10:00 AM

Please register no later than one (1) week in advance of the respective session you would like to attend. Should you have any questions about the training, or would like to schedule yourself or an employee to attend a session, please contact Jennifer Dyer at (225) 342-0954 or [jdyer@crt.la.gov](mailto:jdyer@crt.la.gov)

RND:bc  
c: Personnel Liaisons

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