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LIEUTENANT GOVERNOR

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

PHILLIP J. JONES  
SECRETARY

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UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 03-094

October 28, 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 meetings on health, safety, well being, & seasonal topics.)*

**“Holiday Stress”**

**Brandon Reeves, LCSW (Licensed Clinical Social Worker)**  
**Wednesday, November 12, 2003, 11:30 a.m. – 1:00 p.m.**  
**Seminar Center, State Library**

Here we are once again with Thanksgiving and Christmas right around the corner. Have you already begun stressing over having enough time to get everything done? Are you a perfectionist, trying to guarantee that everyone in your family has the “perfect” holiday experience? After you get everything done, do you still worry about whether you bought the right gifts for everyone? Do you hope the food tastes as good as the pictures look? And on a more serious note, do you sometimes find the holiday season to be a depressing and difficult time for you personally. If you typically experience any of these feelings during the holidays, or if you want to learn how to avoid the stress of the holidays, this lunch and learn is for you!

If you are interested in attending, please complete the attached registration form and submit it to the Human Resources Office or register on-line on “Channel Z” no later than 12:00 noon on Monday, November 10, 2003. Lunch will be catered by Mortorano’s Italian Restaurant. You must provide your own soft drink. ***Cancellations must be phoned in to us at (225) 342-0880 before the deadline, or the reservation will be considered a guarantee of payment.***

Attachment

**A “LUNCH AND LEARN” WORKSHOP**

**“Holiday Stress”**

**Brandon Reeves, LCSW (Licensed Clinical Social Worker)**

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**Seminar Center, State Library**

**REGISTRATION FORM**

**Please Print**

**Name** \_\_\_\_\_

**Department** \_\_\_\_\_ **Phone #** \_\_\_\_\_

\_\_\_\_\_ **Include me in the Lunch**

**IMPORTANT:** 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.

**The menu selection for the day will be:**

- **Vegetable Lasagna**
- **Sensation Salad**
- **French Bread**
- **Dessert**

**The approximate cost of the lunch will be \$6.50.**

**Final amount cannot be determined until all registrations are in.**

**An e-mail will be sent the day before the Lunch & Learn with the final cost.**

**Check One:**

\_\_\_\_\_ I will pay at the meeting (*please pay by check or exact change*).

**OR**

\_\_\_\_\_ I will attend the presentation but will not participate in the lunch.

**Signatures:**

**EMPLOYEE** \_\_\_\_\_ **Date** \_\_\_\_\_

**SUPERVISOR** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Post and Circulate**