



MITCHELL J. LANDRIEU
LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-018

March 26, 2004

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

FROM: Matthew A. Jones
Undersecretary

SUBJECT: **A Lunch & Learn Workshop**
(Another in our series of informational meetings on health, safety, & well being.)

"Adapting to Change"

Robin Maggio, Licensed Clinical Social Worker
Woman's Hospital, Community Outreach Program
Thursday, April 15, 2004, 11:30 a.m. – 1:00 p.m.
Seminar Center, State Library

Many of life's experiences, whether personal or work related, involve change. How we adapt to change often makes the difference between success and failure. To learn more about "Adapting to Change", you are invited to attend a Lunch & Learn Workshop presented by Robin Maggio, Licensed Clinical Social Worker from Woman's Hospital in Baton Rouge. Ms. Maggio is a member of the hospital's Community Outreach Program and has given presentations on a variety of subjects including Stress Management, Grief, Personal Growth, Postpartum Depression, and Chronic Illness.

Please register on Channel Z or complete the attached registration form and submit it to the Human Resources Office no later than 10:00 a.m. on Wednesday, April 14, 2004. Employees can order lunch from "Jason's Deli" or bring their own lunch. You must provide your own soft drink. We encourage you, if possible, to pay by check. The same deadline applies for cancellations that must be phoned in to us at (225) 342-0880.

Attachment

Please Post and Circulate

A "LUNCH AND LEARN" WORKSHOP

"Adapting to Change"

Robin Maggio, Licensed Clinical Social Worker
Woman's Hospital, Community Outreach Program
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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 Jason's Deli:

Prices include 9% tax and prorated delivery charge.

_____ **Chef Salad** with imported ham, white meat turkey, Swiss cheese, cheddar cheese, tomatoes and egg slices on a bed of lettuce. **\$6.75**

_____ **Turkey Wrap Box** with fat free white turkey, homemade guacamole, diced tomatoes and sprouts. Rolled up in a veggie wrap. Fruit and Baked Chips. **\$6.75**

_____ **Poboy Box** with imported ham, hard salami, provolone cheese and lettuce on New Orleans French bread, potato chips, pickle spear and brownie. **\$6.75**

_____ **The Club Box** with imported ham and white turkey layered between three slices of wheat bread, bacon, cheddar and Swiss cheese, lettuce, tomato and salad dressing on the side. Potato chips, pickle spear and a brownie. **\$7.75**

Payment Choice:

_____ Check for the lunch amount payable to **Jason's Deli** 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** _____

