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Date: 2/26/2003 12:09:39 PM

Subject: New Employee Training

Attachments: New Employee Training Course Agenda.doc

Please find attached a copy of the training agenda for New Employee Training. Please forward to all Managers/Supervisors in your area.

Also, please relay to all Managers/Supervisors and employees that the Business Operations and Assessment unit has an email folder set up to receive input and feedback regarding training, processes or assessments issues to include:

- New Employee Training
- Processes that may need to be rewritten or modified
- Issues that may arise when an employee returns from New Employee Training
- Phoenix enhancements
- Questions about office assessments

Our email address can be found in the email address book under **BUSINESS OPERATIONS AND ASSESSMENTS**.

Please note that all information received by this unit will be confidential. We may release the information but the sender will remain anonymous unless otherwise requested.

Thanks for your cooperation.