

**From:** Findlay, Terry S.

**To:** Phelps, Annie L. <Phelps\_AnnieL@scdps.state.sc.us>

Sojourner, Frederick E. <Sojourner\_FrederickE@scdps.state.sc.us>

Uswa, Wanda P. <Uswa\_WandaP@scdps.state.sc.us>

**CC:** Grant, Beth B. <Grant\_BethB@scdps.state.sc.us>

Adams, Marcia S. <Adams\_MarciaS@scdps.state.sc.us>

**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.