

January 23, 1998

MEMORANDUM

TO: Senior Continuing Education Administrators  
Basic Skills Directors  
HRD Directors

FROM: Elizabeth Lambert Johns, Vice President  
Academic and Student Services

SUBJECT: Training Event for Instructors Who Teach Employability and Life Skills to  
Inmates, Probationers or Others in the Offender Population

I am pleased to announce a professional development opportunity for instructors and administrators who work with inmates, probationers or others in the offender population. The event, which is scheduled for February 18 and 19, 1998, at the Burlington Comfort Inn is entitled "Employability and Life Skills Training for the Offender Population." A flyer and registration form are attached for your information.

This activity is being sponsored by our HRD, Basic Skills and Correction Education staffs, with Barbara Boyce, Randy Whitfield and Tracy McPherson as coordinators. The event, which is offered at no cost to participants, is divided into two parts: a curriculum development session on Wednesday and a professional development session on Thursday. It is hoped that participants can attend both days, but sessions are designed so that individuals may attend selected portions if desired. Please refer to the attached agenda for details.

I commend this 1-1/2 day workshop to you as a wonderful opportunity to share and learn strategies for effectively teaching employability and life skills to those in the offender population. I hope that you and/or members of your staff can attend.

Thank you for your interest in providing relevant educational opportunities for our System's inmate and probationer students. Please let me know if there are other ways in which we may assist you in this important endeavor.

ELJ/ttmc  
Attachments

c: Presidents  
Randy Whitfield  
Barbara Boyce  
Tracy McPherson

CC-98-022