

September 21, 1998

**Memorandum**

To: HRD Coordinator/Directors  
Senior Administrators

From: Barbara A. Boyce  
State HRD Coordinator

Subject: HRD Orientation Training

Upon request, I have scheduled an **HRD Orientation** training session for Coordinators/Directors and Senior Administrators who are **new** (within the past 2 years) to the supervision of an HRD program. The agenda will focus on the policies, procedures and strategies related to evaluating the performance and/or effectiveness of your local HRD program. The meeting will be on Tuesday, September 8, 1998 from 11:30am - 4:00pm at the NC Community College System Office.

For planning purposes, please complete the attached pre-registration form. Thanks in advance for your cooperation. If you have any questions, please call me at (919) 733-7051.

Attachments

CC: Presidents

CC-98-252

*HRD Orientation Training Session*

**Registration Information**

If you plan on attending this training session -*HRD Orientation*, please fax this completed form to me by September 2, 1998. Thanks for your cooperation!

**College:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Attendees:** Please print the names as you would like them to appear on a name tag.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Fax to:**

**Barbara A. Boyce**

**Fax: (919) 715-5796 or (919) 733-0680**

**North Carolina Community College System**

**200 West Jones Street**

**Raleigh, NC 27603-1379**