

October 30, 1998

Memorandum

To: HRD Coordinators/Directors
Basic Skills Directors

From: Barbara A. Boyce
Randy Whitfield

Subject: Staff Development Training

Attached you will find information pertaining to an upcoming staff development training called **Self-Sufficiency Skills Forum**. This training was designed specifically for instructors and support staff who work directly with job seekers and employed individuals seeking to upgrade their current job skills.

This training is a joint effort between the Governor's Workforce Development Institute, Division of Health and Human Services and the Community College System Office. The Governor's Workforce Development Institute will be handling the registration for this staff training. **This training comes highly recommended and features trainers who are experts in their respective fields.**

Please note that the block of rooms reserved at the Hilton has been extended to October 8, 1998. If you have any questions, please call Barbara Boyce, (919) 733-7051, ext. 719.

Attachments

CC: Presidents
Continuing Education Senior Administrators

CC-98-293