# INTER-OFFICE MEMO

**TO:** **Midwest Regional Employeees**

**FROM**: **Harold McGary, Director of Human Resources**

**DATE**: **October 3, 2008**

**SUBJECT**: **In-Service Training Seminars**

As you probably no, Spinster Enterprises is conducting regional in-service seminars on a variety of topics. These seminars are designed to improve communication, customer service, and other critical arenas.

The seminars are held inn the Cowboy Hat Hotel across the street from the Dallas office. Department managers have been instructed too allow employees in their department to attend any of the seminars. All employees are required to attend one of the following seminars.

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| **October 17** | 1:30-3:30 p.m. | Communicating with Subrdinates | Suite 495 |
| **October 18** | 8:00-10:00 a.m. | Making Customers Feel Important | Suite 495 |
| **October 18** | 9:30-11:30 a.m. | Handling Office Politics | Texas Ballroom |
| **October 18** | 3:30-5:30 p.m. | MEntoring New Employees | Texas Ballroom |
| **October 19** | 9:30-11:30 a.m. | Working with Managers | Suite 495 |

***Date Time Topic Room***

Please call Paula Wilhelm at (800) 555-8170 to schedule the workshop you plan to attend..