



## **Personnel Primer**

This fifteen-hour workshop, led by Management of the Personnel Services Department, provides City Supervisors and Managers with an informative "up close" understanding of the processes of and the services offered by the Personnel Services Department.

The sessions scheduled thus far for 2011 are for Department of Public Utilities supervisory staff:

- Wednesday, January 5 from 8:15 am – 12 pm  
Wednesday, January 12 from 8:15 am – 12 pm  
Wednesday, January 19 from 8:15 am – 12 pm  
Wednesday, January 26 from 8:15 am – 12 pm
  
- Tuesday, February 1 from 8:15 am – 12 pm  
Tuesday, February 8 from 8:15 am – 12 pm  
Tuesday, February 15 from 8:15 am – 12 pm  
Tuesday, February 22 from 8:15 am – 12 pm
  
- Tuesday, March 1 from 8:15 am – 12 pm  
Tuesday, March 8 from 8:15 am – 12 pm  
Tuesday, March 15 from 8:15 am – 12 pm  
Tuesday, March 22 from 8:15 am – 12 pm

**Organization Development & Training Division**

Our mission is to constantly build organizational effectiveness by providing the material and conceptual resources needed to improve performance and enhance the quality of work life. We are committed to the continuous growth and development of our people.