



Time Management Training Calendar

This two-hour training, led by Melany Felton or Charon Mckinley, teaches employees the principles of time and self management, to identify their time wasters, and how to develop an action plan that reduces those time wasters.

The sessions scheduled for 2010 are:

- Wednesday, March 17 from 9 am – 11 am
- Tuesday, December 14 from 9 am – 11 am

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.