

BULLETIN NUMBER 7

TO: Vice Presidents, Deans, Department Chairs and Directors

FROM: Ralph D. Pedersen
Director of Human Resources

DATE: June 8, 2000

SUBJECT: Training and Staff Development

Human Resources Bulletins are published by the Human Resources Department to provide information and guidance to staff, faculty and administrators of the Reynolda Campus. Human Resources Bulletins are accessible through the World Wide Web at:
www.wfu.edu/Administrative-offices/Human-Resources/bulletin.htm.

In cooperation with multiple campus departments, Human Resources is working to develop a comprehensive training and development program for the staff. The program will encompass new staff orientation, computer training, training for supervisors, and a broad spectrum of policy and procedure workshops as well as professional development skill sessions.

Pat Pfaff, Coordinator of Conferences and Training Programs, will coordinate the training and development program for staff. Pat is located in the Information Systems Building, Room 234 and may be reached at x4378 or training@wfu.edu.

Information regarding the training and development program for staff will soon be available on the world wide web at www.wfu.edu/training.