

TO: Midwest Regional Employees
FROM: David Zaugg, Director of Human Resources
DATE: October 3, 2005
SUBJECT: In-Service Training Seminars

As you probably know, Claussen Enterprises is conducting regional in-service seminars on a variety of topics. These seminars are designed to improve communication, customer service, and other critical areas.

The seminars are held in the Cowboy Hat Hotel across the street from the Dallas office. Department managers have been instructed to release employees to attend a seminar. All employees are required to attend one of the following seminars.

<i>Date</i>	<i>Time</i>	<i>Topic</i>	<i>Room</i>
October 17	1:30-3:30 p.m.	Communicating with Subordinates	Suite 495
October 18	8:00-10:00 a.m.	Making Customers Reel 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	9:30-10:30 a.m.	Working with Managers	Suite 495

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