

STATE OF MAINE
DEPARTMENT OF PERSONNEL

December 8, 1976

PERSONNEL MEMORANDUM 21-76

TO: ALL AGENCY HEADS

FROM: ROBERT J. STOLT, COMMISSIONER

SUBJECT: Personnel Department Staff Development Training

In order to better serve agencies and the public, we are initiating a Staff Development Program for our Department beginning Thursday, December 16, 1976. This program will be conducted every other Thursday as listed below.

All employees in the Department will be expected to attend these programs. Please schedule your functions with the Department accordingly.

DATES

TIME

December 16, 1976	8:00 a.m. to 9:00 a.m.
December 30, 1976	"
January 6, 1977	"
January 20, 1977	"
February 3, 1977	"
February 17, 1977	"
March 3, 1977	"
April 14, 1977	"
April 28, 1977	"
May 12, 1977	"
May 26, 1977	"
June 9, 1977	"
June 23, 1977	"

RJS/lc

MAY BE REPRODUCED TO MEET AGENCY NEEDS