5-14-1990

Letter to Department Heads regarding training sessions, May 14, 1990

Timothy Coggins

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Memo to: Department Heads

From: Tim

Subject: Performance Pay Training

Date: May 14, 1990

Training sessions for supervisors who will be involved in the implementation of Phases II and III of the performance based pay system for the State of North Carolina are being scheduled now by system trainers. The session for Law Library supervisors is Tuesday, May 15 at 2:00 p.m. in Room 111, Beard Hall (School of Pharmacy). A make-up session for those who cannot attend the first session is scheduled for Thursday, May 24 at 12:00 noon in G-7, Carroll Hall. Paula Schubert of Continuing Education-Health Affairs will be our trainer.

The sessions are designed to teach supervisors how to write performance expectations, the next step in the implementation process. I have a copy of the Office of Human Resources "Performance Management System Policy and Procedures" in my office if you would like to review it prior to the session with Paula.

Thanks.