

INFORMATION TECHNOLOGY CONFERENCE

STATUS REPORT FOR DIVISION MANAGERS

THE COMMITTEE

A committee was formed last November to work on coordinating and planning all details of the upcoming conference to be held in April. The committee members are Veronica Neider (Chairperson), Blaine Stone, Romaine Scott, and Charlene Linnegar.

The committee provides details about plans for future technology training which will be available to all employees. Training information is derived by soliciting suggestions from current employees and supervisors throughout the division. The committee meets every first and third Thursday of every month. The Chairperson designates the time and place.

TRAINING SESSIONS

In response to our employees' request, we have developed our first annual technology training conference which offers several sessions. Training is designed to improve employees' knowledge and skills in specific areas. These areas help improve employees' productivity, Internet experience, and interaction with clients.

The technology update training conference provides sessions on the following topics: Word, Web-Page Development, Presentation Graphics, and Multimedia.

- The **Word** workshop demonstrates features and skills to improve employee productivity.
- The **Web Page Development** workshop trains people to plan, design, and build dynamic Web sites using Web -development software and how to write html code.
- The **Multimedia** training provides information on how to develop interactive presentations.
- The **Presentation Graphics** session provides information on using software to improve client presentations.

TRAINING GOAL

The goal of the conference is to provide technology training in a variety of technical areas to ensure that our employees are kept abreast of the latest technology advancements and are able to function in the information age. This conference will be offered to all employees.

For more information please call Charlene between the hours of 8 am and 5 pm at (417) 555-5555.