

MEMORANDUM

Prepared by: Emmy Stratton

Reviewed by: Tina Graham

ITEM NO. 4

DATE: OCTOBER 12, 2005
TO: ADMINISTRATIVE COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: TRAINING REPORT

SUMMARY

At the request of the Committee, this report will be a standing agenda item. Shown below is a record of training programs in which WRD employees have participated during the period July 1, 2005 to date. Training programs that have been added since the last report are noted in bold lettering.

DEPT	EMPLOYEE	TRAINING TITLE	DATE
Admin/HR	TINA GRAHAM	HR and the Law/Semester Class	Jul-05
		Sexual Harassment	Jul-05
		Workers' Comp Employers' School	Jul-05
		Limits to Employers Rights to Medical Info	Sep-05
		ADR & Conflict Management	Sep-05
	EMMY STRATTON	PERS ACES	Jul-05
		Sexual Harassment	Jul-05
		Workers' Comp Employers' School	Jul-05
		Limits to Employers Rights to Medical Info	Sep-05
	PAM WAREHAM	PERS ACES	Jul-05
Limits to Employers Rights to Medical Info		Sep-05	
Basin Mgmt/WQ	MARY SELLERS	Excel	Jul-05
	TONY KIRK	ArcGIS 9	Aug-05
	TED JOHNSON	Basin Yield and Overdraft	Sep-05
	MAT KELLIHER	Basin Yield and Overdraft	Sep-05
External Affairs	TRACEY BURKE	Adobe Indesign CS2	Sep-05

FISCAL IMPACT

None.

STAFF RECOMMENDATION

For information.