

Carnegie Mellon® HUMAN RESOURCES

TO: TES Employees

FROM: Learning & Development Group

SUBJECT: Professional Development Opportunities

Learning and development is a key factor in helping staff members to realize their full potential. The university identifies employee success as an integral component of its strategic plan. For this reason, continuing to learn and grow professionally is an important aspect to developing your career at Carnegie Mellon.

You are encouraged to participate in learning and development opportunities available through Human Resources and Computing Services that will enhance your skills and job performance as a TES employee. Courses fundamental to the Carnegie Mellon work environment include Financial Applications (such as buyer introductory, procurement card, and TMS, HREM and Oracle systems training), as well as general leadership and professional topics.

Please review the information regarding learning and development opportunities available at Carnegie Mellon by visiting <http://www.cmu.edu/hr/learning/seminars.html>. In addition, you may visit <http://www.cmu.edu/computing/ed-outreach/index.html> to become skilled in some of those fundamental subjects through the use of on-line courses.

TES employees are generally eligible to register for two seminars per semester. Attendance at workshops should be approved by TES in advance and scheduled at times most convenient to your department supervisor.

You are invited to participate in learning and development opportunities available to you as a TES employee. Please contact our office at x8-7478, if you require additional information or wish to participate in a workshop.