



STATE OF ALABAMA
DEPARTMENT OF FINANCE

Division of Risk Management

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Robert Bentley
Governor

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MEMORANDUM

To: Department-Agency Head/Training Director

From: Samuel E. Boswell, Director
State Employee Assistance Program

Date: March 4, 2016

Re: State Employee Assistance Program Training (2016)

The State Employee Assistance Program (SEAP) is providing a one hour seminar on **“Improving Communication Skills and Workplace Professionalism”** in April 2016. This training is available throughout the state at various locations and is open to all state employees of agencies participating in our SEAP. The number of participants for this training will be limited to the number of slots we have available at each training location, date, and time shown below. **Please register early (no later than seven days prior to the scheduled seminar) as seminars can only be held if registration is 25 attendees or more.**

We request that you provide dissemination of this training announcement throughout your agency and encourage supervisors to allow as many employees as possible to attend the seminar held in their work location. The number of requested training slots that we confirm will be based on a first come, first served basis for each training location. The training dates, time, and locations are as follows:

- For Jefferson County and surrounding counties:

Location: Department of Human Resources, in Birmingham, 11th FL
Address: 2001 12th Ave. North, 35234
Date: April 6, 2016
Time: 10:30 A.M.-11:30 A.M.
Available Slots: 90

- For Tuscaloosa County and surrounding counties:

Location: Department of Human Resources, Food Stamp Auditorium, 1st FL
Address: 3716 12th Ave E. Tuscaloosa 35405
Date: April 7, 2016
Time: 10:30 A.M.-11:30 A.M.
Available Slots: 70

Friday, March 04, 2016

- For Montgomery County and surrounding counties:

Location: State Capitol Auditorium, in Montgomery
Address: 600 Dexter Avenue, 36104
Date: April 13, 2016
Time: 10:30 A.M.-11:30 A.M.
Available Slots: 210

- For Mobile County and surrounding counties:

Location: Department of Transportation, Building N, in Mobile
Address: 1701 I-65 West Service Road North, 36618
Date: April 14, 2016
Time: 11:00 A.M.-12:00 Noon.
Available Slots: 130

- For Madison County and surrounding counties:

Location: Department of Human Resources 1st FL. Auditorium, Huntsville
Address: 2206 Oakwood Avenue NW, 35810
Date: April 21, 2016
Time: 11:00 A.M.-12:00 Noon
Available Slots: 90

- For Houston County and surrounding counties:

Location: Department of Public Health, Auditorium, in Dothan
Address: 1781 East Cottonwood Road, 36302
Date: April 28, 2016
Time: 10:30 A.M.-11:30 A.M.
Available Slots: 90

We are offering **1 CEU credit** for this training for each Social Worker employee participant that would like to receive this credit as granted by the Alabama State Board of Social Work Examiners and **1 CPE credit** for Accountants as granted by the State Accountancy Board. Therefore, please be sure to inform all of your Social Workers and Accountants of this offer and ask them to be sure to indicate their desire to receive this credit when they sign in for this training.

Each work location should consolidate their request for the total number of slots desired when possible. Names of participants are not needed; only the number of slots needed for your agency along with the location and date. Please do not request a slot unless you actually have a specific person who intends to attend this training. Provide the phone number, e-mail address, and name of your point of contact when submitting your request. Requests for training can be submitted by email to **EAP.information@finance.alabama.gov**.

If you have questions regarding the training sessions, please call (334) 223-6153 or e-mail the address above. **Please ensure your employees are informed of the location and address for the training site they will attend.**

Enclosures (6)