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Sent: Thursday, June 1, 2023 12:22 PM

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Subject: Announcing Progressive Discipline Training

Good morning,

The Human Resources and Law Departments are pleased to announce we are again offering Progressive Discipline training for supervisors and administrators. We currently are offering a session on **June 15th**, and plan to schedule more in the future. The training will be held in person at the **Westchester County Center, Little Theater [top floor]** from 2:30pm – 4:00pm

To register supervisors/administrators from your department you will need to enter their information into the shared spreadsheet that has been created by Human Resources.

Please ensure you enter the names on the appropriate sheet. You will see a folder entitled Progressive Discipline 2023 in the 2023 general folder; please see directions attached.

NOTE: If you are receiving this email then you should already have access to the shared spreadsheet; however it's likely you may need to map the drive; therefore we ask that you refer to the attached MS Word document and follow the instructions we have included. Others not on this distribution list will not be able to access it as we are asking that a department's scheduling be coordinated through the contacts on this email.

As the date draws closer, I will send Outlook invitations to confirm registration and attendance.

If you have any questions, please do not hesitate to contact me.

Thank you,

~Kara

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