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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 93 LCM-160

Date: November 9, 1993

Division: Management Support and
Quality Improvement

TO: Local District Commissioners

SUBJECT: Office of Human Resource Development Training Catalog

ATTACHMENTS: Training Opportunities Catalog 1993-94
(Not Available On-Line)

I am pleased to send you a copy of the Department's 1993-94 Training Opportunities Catalog. In the catalog, you will find descriptions for the various training courses offered through the Department's contractual training program. Each year, more than 40,000 state, local and provider agency staff attend these programs as well as other specialized courses developed during the course of the year.

The times and locations for the courses will be announced through the Statewide Training Calendar and through the contract registration process. Please feel free to call the Office of Human Resource Development if you need any additional information about any of the courses or if you have a particular training need not addressed by the existing offerings. It may be possible to arrange for specialized on-site training to meet these additional needs.

I hope you find the catalog useful in planning your agency's participation in this year's training program. If you have any questions regarding this memorandum or would like to request additional copies of the catalog, please contact David McGann at the Materials Resource Center at (518) 473-8320 or electronically at AW2950.

Nelson M. Weinstock
Deputy Commissioner
Division of Management Support
and Quality Improvement