

MEMORANDUM

TO: J. Andrews, F. Jones
FROM: S. Haji, Chair, Safety Committee
DATE: August 3, 2012
SUBJECT: Use of computer-assisted training materials

I'm setting up a meeting on August 10, 2012, at 2:00 p.m. in the corporate boardroom to discuss the use of computer-assisted training materials for new employees. With your input, I'm hoping to develop some strategies to promote the use of these materials by the new hires.

I look forward to hearing your ideas and suggestions. See you then!

SH