

From: Dietz, Sidney  
Sent: 10/17/2013 1:51:01 PM  
To: Campbell, Michael (Michael.Campbell@cpuc.ca.gov)  
Cc:  
Bcc:  
Subject: RE: Continuing Supervisor Training: Tips, Techniques, and Timesavers on Feedback and Documentation (Session A-SF: Oct 29 or 30, 2013)

Okay, here's my draft:

When we did the admin-assist training last year, we had a module entitled "Appropriate Use of 'Reply All.'" I've included the PowerPoint presentation we used. Perhaps you could include it in your "Tips, Techniques, and Timesavers" training.

**From:** Campbell, Michael [mailto:Michael.Campbell@cpuc.ca.gov]  
**Sent:** Thursday, October 17, 2013 1:22 PM  
**To:** Dietz, Sidney  
**Subject:** FW: Continuing Supervisor Training: Tips, Techniques, and Timesavers on Feedback and Documentation (Session A-SF: Oct 29 or 30, 2013)

snowball?

**From:** Cerezo, Ildelfonsa  
**Sent:** Thursday, October 17, 2013 1:06 PM  
**To:** CPUC Training Office; ALL CPUC Sup-Mgr  
**Cc:** Cerezo, Ildelfonsa  
**Subject:** RE: Continuing Supervisor Training: Tips, Techniques, and Timesavers on Feedback and Documentation (Session A-SF: Oct 29 or 30, 2013)

Please schedule my training date on October 29, 2013 from 9:00 a.m. – 12:00 noon.

Thank you very much.

ELSA L. CEREZO

Acctg. Officer Supv.

Fiscal Office-Administrative Services Div.

[ilc@cpuc.ca.gov](mailto:ilc@cpuc.ca.gov)

(415) 703-3212

**From:** Keller, Kris L.

**Sent:** Thursday, October 17, 2013 11:58 AM

**To:** CPUC Training Office; ALL CPUC Sup-Mgr

**Subject:** RE: Continuing Supervisor Training: Tips, Techniques, and Timesavers on Feedback and Documentation (Session A-SF: Oct 29 or 30, 2013)

My desired training date and time is : Oct 30 from 1-4.

**KRIS KELLER**

*LSS II*

*ALJ Division*

[K47@cpuc.ca.gov](mailto:K47@cpuc.ca.gov)

415-703-3313

**From:** CPUC Training Office

**Sent:** Thursday, October 17, 2013 11:46 AM

**To:** ALL CPUC Sup-Mgr

**Subject:** Continuing Supervisor Training: Tips, Techniques, and Timesavers on Feedback and Documentation (Session A-SF: Oct 29 or 30, 2013)

**Continuing Supervisor Training:** *Tips, Techniques, and Timesavers on Feedback and*

*Documentation*

Training Purpose: To assist supervisors recognize the importance of feedback and documentation, and to provide helpful tools and techniques for providing the most effective feedback and appropriate documentation.

Training Sessions:

Session A-SF: Oct 29th 9:00-12:00 or Oct 30th 1:00-4:00, 2013

Session A-SAC: TBD

Session A-LA: TBD

Required: All CPUC supervisors and managers. Your immediate reply is necessary.

Action Item: Reply to this email with your desired date of training. Only SF-based supervisors and managers need to reply to this request.

CPUC Supervisors and Managers,

You are invited to attend the training program *Tips, Techniques, and Timesavers on Feedback and Documentation* to be held in CPUC San Francisco's Courtyard Room for one of two sessions: **Oct 29th** 9:00-12:00 or **Oct 30th** 1:00-4:00, 2013. This training session is for SF-based supervisors and managers. Additional training sessions will be scheduled in the coming weeks for Sacramento and Los Angeles.

This hands-on training workshop has limited seating. Please reply to this email with your desired training date and time: Oct 29 from 9-12 or Oct 30 from 1-4.

Thank you for your prompt reply to this request.

CPUC Human Resources

Learning & Development Unit

**From:** Clanon, Paul  
**Sent:** Friday, October 11, 2013 2:33 PM  
**To:** ALL CPUC Sup-Mgr  
**Subject:** Training for Supervisors/Managers

CPUC Supervisors and Managers,

You will soon be receiving an invitation to some upcoming training entitled “Tips, Techniques, and Timesavers, on Feedback and Documentation.”

As you may be aware, the CPUC has made some changes recently which reflect our renewed commitment to improving our collective skills in the area of performance management. In the past, providing helpful feedback and documenting performance have not always been areas we have excelled in, but we are learning from past mistakes and moving in a new direction. Towards that end, we have made some changes in the Human Resources office and have hired our first full time Employment Lawyer.

Holly Bride Hayashida, our Employment Lawyer, will be providing the training. It will be offered several times in San Francisco and in Los Angeles and also in Sacramento so you should be able to find a time and location that is convenient for you. The training is mandatory for all supervisors and managers.

I think you will find the training both helpful and enjoyable.