

Training Announcements for Local In-person Events - Procedure

We usually find out about local training from:

Fliers dropped off from a vendor.

Fliers in the US Mail.

Fliers emailed to our shop (please print these).

1 Add the event to the one-year wall calendar in the break room.

2 Add the information in this Slack channel: "Training in-person Schedule."

3 Write the date received on the flier and place it on the table in the break room.

4 After the flier has been on the table for one week, attach it to the training bulletin board.

5 Check the fliers attached to the training bulletin board and remove them when the date has passed.