#### Topline Manufacturing Co.

## STAFF TRAINING MEMORANDUM

Date: June 20, 2025 From: Josh Reynolds

To: All Accounting Staff

Subject: Upcoming User Training

Please be informed that the user training for our new accounting software system will begin on June 25, 2025, and end on June 26, 2025, at the Conference Room 3.

The management is requesting all accounting staff to join this two-day training. If you fail to join this training, please submit an explanation letter within 24 hours.

Thank you.

# **Sample Of Memo Requesting Training**

**Thomas Griffiths** 

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**The Credentialing Coordinator's Handbook** Anne Roberts, 2007 Training for Federal Employing Agency **Compensation Specialists** United States. Employment Standards Administration, 1982 **Making the Training Process** Work Donald F. Michalak, Edwin G. Yager, 2001-09-26 Michalak and Yager have done it again Their detailed explanation of the training process is practical and fills the gap between the theories and what effective trainers actually do It s a great resource for the novice and experienced trainer alike Ron Kregoski President Kregoski Associates Brighton MI A lot of books on training promise the world but few provide practical step by step answers to training challenges that professionals deal with everyday I am excited about this valuable resource So much so had I the power I would see that a copy of this book was included in every college HR student's and training professional's library This book will teach every training professional regardless of their level of expertise something they didn t know or help them design a training process that will add to the crucial bottom line Wanda J Smith Ph D Professor of Human Resource Management Virginia Tech University Blacksburg VA Senior Partner H S Enterprises Clear concise and to the point Michalak and Yager go beyond the fad approach to training and instead address larger organizational and management issues Must reading for the trainer manager and consultant Calvin Sun President Technology Horizons Paoli PA **Training for Life Fred J. Hecklinger, Bernadette M. Black, 2003** 

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Training Fifth Edition prepares students and athletic trainers to address the many administrative and managerial challenges
they will face in an increasingly complex and changing health care environment Handbook for Administration of the
Individual Training Evaluation Program United States. Department of the Army, 1984 GMO Manual, 1995

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