

MEMO

To: All Employees
From: Alex Gavin
Date: December 11, 2007
Subject: Training Schedule

Here is the schedule of courses being offered next week. If you haven't signed up, see me immediately.

Course Name	Location	Time
<i>Word 1</i>	Conference room A	8:30-11:45
<i>Word 2</i>	Conference room A	1:30-3:30
<i>Excel 3</i>	Conference room B	8:30-11:45
<i>Intro to the Internet</i>	Media Lab	1:30-3:30