STATE OF ALABAMA
DEPARTMENT OF FINANCE
Division of Risk Management

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MEMORANDUM

To: Department-Agency Head/Training Directors

From: Samuel E. Boswell, Director SEB
State Employee Assistance Program

Date: May 1, 2014

Re: State Employee Assistance Program Training

The State Employee Assistance Program (SEAP) is providing a one hour seminar on **"Stress Management and Coping with Life's Challenges"** in Jun 2014. This training is available throughout the state at various locations and is open to all state employees of agencies participating in our SEAP. The number of participants for this training will be limited to the number of slots we have available at each training location, date, and time shown below. **Please register early as seminars can only be held if registration exceeds 25 attendees no later than 7 days prior to the scheduled seminar.**

We request that you provide widest dissemination of this training announcement throughout your agency and encourage supervisors to allow as many employees as possible to attend the seminar held in their work location. The number of requested training slots that we confirm will be based on a first come, first served basis for each training location. The training dates, time, and locations are as follows:

- For Jefferson County and surrounding counties:

  Location: Department of Transportation, Auditorium, in Birmingham
  Address: 1020 Bankhead Highway West, 35204
  Date: Jun 18, 2014
  Time: 10:30-11:30 A.M.
  Available Slots: 55

- For Montgomery County and surrounding countries:

  Location: State Capitol Auditorium, in Montgomery
  Address: 600 Dexter Avenue, 36104
  Date: Jun11, 2014
  Time: 10:30-11:30 A.M.
  Available Slots: 210

- For Mobile County and surrounding counties:

  Location: Department of Transportation, Building N, in Mobile
  Address: 1701 I-65 West Service Road North, 36618
  Date: Jun 10, 2014
  Time: 11:00-12:00 Noon.
  Available Slots: 130

- For Madison County and surrounding counties:

  Location: Department of Human Resources 1st FL. Auditorium, Huntsville
  Address: 2206 Oakland Avenue NW, 35810
  Date: Jun 12, 2014
  Time: 11:00-12:00 Noon
  Available Slots: 90

- For Tuscaloosa County and surrounding counties:

  Location: Department of Transportation, Auditorium, in Tuscaloosa
  Address: 2715 East Skyland Boulevard, 35405
  Date: Jun 19, 2014
  Time: 10:30-11:30 A.M.
  Available Slots: 50

- For Houston County and surrounding counties:

  Location: Department of Public Health, Auditorium, in Dothan
  Address: 1781 East Cottonwood Road, 36302
  Date: Jun 17, 2014
  Time: 10:30-11:30 A.M.
  Available Slots: 90

We are offering **1 CEU credit** for this training for each Social Worker employee participant that would like to receive this credit and **1 CPE credit** for Accountants. Therefore, please be sure to inform all of your Social Workers and Accountants of this offer and ask them to be sure to indicate their desire to receive this credit when they sign in for training.

We ask that each work location consolidate their request for the total number of slots desired, when possible. **Names of participants aren't needed**, only the number of slots you need for your agency and the location and date. **However, please don't request a slot unless you actually have a specific person that intends to attend this training. We can't afford to grant slots in anticipation that an employee might want to attend.** Also, please provide the phone number, e-mail address, and name of your point of contact when you submit your request. You may submit your request for training slots to me at **Sam.Boswell@finance.alabama.gov**.

If you have any questions regarding these training sessions, please contact me via phone at (334) 223-6153 or e-mail me as shown above. **Please ensure your employees are informed of the location and address for the training site they will attend.**

Enclosures (6)