

**IFAS Office of Human Resources
Training Sessions
Spring 2009**

Training Sessions for IFAS

The Office of Human Resource Services will be presenting the training sessions listed below for IFAS staff. Training sessions that are a part of the Pro3 Series are designated as such.

Date	Training Title	Location	Time
Wednesday June 3	Intro to Purchasing in myUF Market (PST073)  Pro3 Series (course description)	Mid-Florida REC - Apopka Admin Bldg. Room 185 Apopka, FL	1:30 – 5:00
Wednesday June 10	Intro to Purchasing in myUF Market (PST073)  Pro3 Series (course description)	Everglades REC - Belle Glade Conference Center (Bldg 7404) Belle Glade, FL	8:30 – 12:00
Wednesday June 10	Fringe Benefits Pool Training (course description)	Gainesville - G001 McCarty Off-campus polycom available if requested	1:30 – 5:00
Thursday June 18	Intro to Purchasing in myUF Market (PST073)  Pro3 Series (course description)	North Florida REC – Quincy Fount May Building (Bldg 7904) Quincy, FL	1:30 – 5:00

Everyone who is interested and plans on attending/participating (via polycom) must register to ensure that proper credit is received in your myUFL training summary. Seating is limited in this room to about 50 people. So it's important to reserve your seat in these sessions early. If you have any questions regarding the trainings, please call IFAS Office of Human Resources at 352/392-4777.

To plan for your participation, please register by contacting LeeEsther Wallace by email at ewallace@ufl.edu, and provide your name, UFID number, unit location, and IP address if participating via polycom.