

MEGABUX



From: Jen Eric
To: Annie Won
Date: 20 January 2014

Dear Annie,

You have been approved to attend the transition training course “Net that job! Using social networks to get the job you want”.

The course outline is attached. Classes are 90 minutes long and will begin on 03 February 2014. You will attend one class each week, at the same time each week.

Computers will be provided for you in the classroom, however you should ensure that you have access to a computer at home so that you can complete the homework tasks which will be assigned.

Please review your current CV or latest Performance Review and bring them with you to each class as they will be required as part of the learning activities. As the course will not cover CV writing, please ensure that you have updated your CV prior to starting the course.

If you have any queries, please contact me.

Warm regards,

Jen Eric
Learning & Development