

## CONTENT AREA

Benefits Basic Training for Liaisons

## ISSUE/QUESTION

What is the topic of the next Liaison Training? When is it?

## ANSWER

The first Liaison Training of 2011 will be Benefits Basic Training. The Benefit Services Division will give a brief overview of the benefits program that is offered to our employees. Liaisons will be reminded of the resources available to them in assisting employees. This is an ideal training for a new liaison.

The Benefit Liaison meetings are scheduled to be held at the Arizona Department of Administration at 100 N 15<sup>th</sup> Ave, BSD Training Room in Suite #103 on the following dates and times:

February 15 – 1:00 pm – 3:00 pm  
February 16 – 9:30 am – 11:30 am  
February 16 – 1:00 pm – 3:00 pm  
February 17 – 9:30 am – 11:30 am

Advanced registration is required. Return confirmation will be provided. Please RSVP to Elizabeth Schafer at [Elizabeth.schafer@azdoa.gov](mailto:Elizabeth.schafer@azdoa.gov) with the following information:

1. Selected date and time
2. Names of the persons attending
3. Agency name
4. email addresses
5. phone numbers

Registration is accepted until close of business February 11, 2011. Space is limited to 32 attendees per session.

## ISSUED

January 18, 2011