

Hi [name here]-

Your registration is confirmed for the following Organizational Development and Learning seminar:

***Setting Performance Expectations: Providing Direction and Influence***

**May 22, 2014**
9:00am – 12:30pm
112 A&B Foundation Building

Directions to the Foundation Building:

The program will be held in the Foundation Building, across Colonel Glenn Hwy., at 3070 Presidential Drive Fairborn, Ohio 45324 (directly behind Wendy’s). From University Blvd, go through the intersection (University Blvd and Colonel Glenn Hwy), past Wendy’s and through the next four-way stop intersection (Presidential Blvd and University Blvd). The Foundation Building will be on your left. Turn left into the parking lot. There is a wheelchair accessible door on the south side of the building (facing the pond). The room is on the first floor of the building (room number 112 A&B).

Please let me know if you have any questions or something changes and you’re unable to attend. If you have special needs in order to attend this class, please contact me.

Regards,