

NOTE TO PERSONS USING THE TRAINING ROOMS

The Centre for Learning & Development, Public Service Secretariat is pleased to make the training facilities available for your training session. The following considerations have been identified by our team to assist in making the facility comfortable and supportive of participant learning.

You may want to use this notice or design your own notice to distribute to participants in your training group.

1. TELEPHONE MESSAGES

Participants in your session can refer all incoming calls to extension 729-3652. Messages will be placed on the outside of the door to the room in which you are meeting. Our policy respects the right of individuals to participate in learning processes without interruption. Therefore, we will not interrupt unless advised that the matter is of an emergency nature.

2. LONG DISTANCE TELEPHONE CALLS

Long distance calls cannot be made from the telephones located in the training rooms. Participants are asked to check with the receptionist located in the Centre. Participants must use a calling card or reverse the charges.

3. PRIVACY

Please keep the doors to the training rooms closed during your session. This ensures minimal disruption for you and others using the facility. Please bear in mind, the facility is housed between two elevators utilized regularly for access to government operations.

4. FIRE EVACUATION PROCEDURES

If the fire alarm goes off, exit through the stairs located next to each Training Room. Please familiarize yourself with that route and advise course participants prior to the commencement of the course. If a course participant is unable to use the stairs, please advise someone working in the Centre.

5. "AFTER HOURS" TRAINING SESSIONS

Groups using the training rooms in the evening or on week-ends are required to submit a list of participants two (2) working days prior to the training event. This will enable sufficient time to arrange security passes. For more information, please telephone Diane Blackmore, Administrative Officer, at 729-3654.

6. AFTER YOUR TRAINING SESSION IS FINISHED

The training room may be booked for another user soon after your session. In order to ensure that the room is appropriately tidy and clean for all users, when your session is finished we ask you to complete the following:

- Place in garbage cans all coffee cups, spoons, paper plates/trays, etc.
- Ensure that coffee pots are unplugged.
- Return furniture (tables and chairs) and A/V equipment to their original locations.
- **Please ensure that the door leading to the main corridor is locked.**

THANK YOU FOR YOUR CONTINUED CO-OPERATION