

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: State of California Virtual Training Center	REFERENCE NUMBER: 2011-023
DATE ISSUED: 06/06/11	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Training Officers
All Managers and Supervisors**

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The Department of Personnel Administration, in partnership with departments and agencies, is pleased to announce the new State of California Virtual Training Center located at: <http://www.dpa.ca.gov/hr-modernization/virtual-training-center/main.htm>.

We seek to continue to provide cost effective employee development services. We can do this by collaborating across departments and agencies, leveraging existing technology and talent, and sharing resources.

Using Microsoft Office LiveMeeting and other online training and videoconference tools, free training webinars can be offered live, recorded, and made available for replay. This will save money and time while expanding access to training. These webinars may help meet training requirements, enhance performance, increase morale, and assist employees with career advancement.

Attendees should review the [terms and conditions](#) on the Virtual Training Center prior to attending to ensure that any state time spent on training is pre-approved and in accordance with departmental policies and procedures.

For more information, or if you have any questions, please contact Joan Strohauser at Joan.Strohauser@dpa.ca.gov or at (916) 558-1812.