



**Subject:** Reminder: Send Specific Training Needs to SCEIS by July 28, 2014

**Audience:** Agency Training Coordinators, Data Owners, AST Leads

The SCEIS Team is preparing a Fall SCEIS Training calendar and is seeking agency input as to the specific SCEIS Training courses that are needed. To date, we have received little response. If your agency has specific training needs, we would greatly appreciate you taking a few minutes to send us the **following information to [training.sceis@sceis.sc.gov](mailto:training.sceis@sceis.sc.gov) by Monday, July 28, 2014:**

- The agency for which the request is being submitted
- Contact information for the person who SCEIS should contact with any follow-up questions, etc.
- The specific courses that are needed, including Course ID and Title, if possible (PR230 SCEIS Purchasing Process, for example)
- A list of names or head count of employees who need each course requested

After gathering agency feedback, we will balance known SCEIS Training needs with the requests received to develop the training calendar. If you have any questions about this message, please email the SCEIS Training Team at [training.sceis@sceis.sc.gov](mailto:training.sceis@sceis.sc.gov).