

FIRST WORD

November 18, 2009

Franklin Transition Center Opens Monday, November 23

The Franklin Transition Center will officially open on Monday, November 23, 2009. The purpose of this on-site center will be to assist our employees and their families with transitional activities. The center is located in Training Center Room No. 1 in the Human Resource building. Hours of operation will be Monday through Friday from 8 am to 5 pm.

The center will be staffed by local and state representatives who are part of Virginia's Rapid Response team. Employees must make an appointment with Keisha (x4726) or Mel (x4911) to speak with one of the representatives. Some of the areas that will be covered in the Transition Center include:

- Resume writing assistance
- Interviewing skills training
- Pursuing education/skills training
- Information on financial budgeting counseling
- Information on unemployment insurance
- Social Security benefits
- Conducting a job search

Rapid Response briefings will be held on Monday, November 23 in the Performance Development Center at 7am, 12:30pm, and 3:45pm. **These meetings are for those employees who are terminating on 12/31/09 only.** Participation in all of these activities is voluntary. If you have any questions, please contact a Human Resource representative. You can also access IPclosure.com for other resources/information.

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