

PPG INDUSTRIES, INC.

INTEROFFICE CORRESPONDENCE
LAKE CHARLES, LA

TO: Distribution DATE: January 18, 1993
FROM: Howard Duhon (H)
SUBJECT: 1993 Vinyl Chloride Training

A brief meeting was held in Training Room B/C for the purpose of scheduling Vinyl Training for 1993. In attendance were Lloyd McCain, Ronnie Tucker, Steve Guillory, Dick Holliday, Winston Caillouet, Ron Guidry, Reed Clapp, Roger Hornsby, Don Reich, and Howard Duhon. The group met for the purpose of scheduling all required personnel in specific meetings. Schedule for 1993 is:

<u>DAY/DATE</u>	<u>TIME</u>	<u>TRNG RM</u>	<u>GROUP</u>	<u>INSTR</u>
Tue, Jan 26	7-8 am	TRB/C	Derr Oper	R Tuck/L McC
Fri, Jan 29	7-8 am	TRB/C	Derr Oper	R Tuck/L McC
Tue, Feb 2	7-8 am	TRB/C	Derr Oper	R Tuck/L McC
Fri, Feb 5	7-8 am	TRG	Derr Oper	R Tuck/L McC
Wed, Feb 3	7:30-8:30 a	TRB/C	60 B Maint + 15 X Maint	Karl Davis
Fri, Feb 5	7:30-8:30 a	TRB/C	60 B Maint + 15 X Maint	Karl Davis
Tue, Feb 16	7-8 am	TRB/C	40 Shipping	W Caillouet
Tue, Feb 23	7-8 am	TRB/C	40 Shipping	W Caillouet
Wed. Feb 10	7:30-8:30 a	TRB/C	X maint	M Hoff/J Cobb
February	To Be Announ	LLR	Lab	D Reich/B Pfost

The training Department will keep 2 sets of instructor packets on hand for instructors to check out. All employees taking training will have to complete a test (supplied in instructor packet) with all materials being graded and corrected before turning it in.

Instructor Packet to contain:

1. Lesson Format
2. Transparencies
3. Test questions and answer sheet
4. Pencils and clipboards

Distribution:

Shift Supervisor B/Shipping	Ronnie Tucker	Karl Davis
Roger Hornsby	Dick Holliday	
Reed Clapp	Don Reich	cc: Area Supv
Winston Caillouet	Mark Hoffpauir	B Kline
Lloyd McCain	John Cobb	A Pride

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