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# Memorandum

January 14, 2011

**To:** PSAC Education Staff (Edu-work)  
All PSAC Regional Offices  
Component Presidents  
Coordinators  
Directors

**From:** Terri-Lee Rayvals-Mele  
PSAC Education Development Officer

**Re:** **Workforce Adjustment Materials**

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The Programs Section and Education Section of the PSAC are pleased to be able to share some educational tools for presentations, courses or workshops on the Treasury Board Workforce Adjustment Policy. These tools include:

- A power-point presentation
- Workforce Adjustment Scenarios and Answer Sheets

We invite you to use these tools to assist Locals in workforce adjustment situations and/or to educate representatives on their role and the role of the parties in a workforce adjustment situation. Please distribute them widely.

As always, we welcome feedback and suggestions with regards to materials distributed by the Education Section

In Solidarity,  
Terri-Lee Rayvals-Mele

cc.: AEC