COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

November 12, 2004

To: Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **COUNTY AMBASSADOR PROGRAM KITS FOR USE IN DEPARTMENTAL NEW EMPLOYEE ORIENTATION PROGRAMS**

The County Ambassador Program was initiated in March 2003. Developed to educate, motivate, and empower County employees as Ambassadors in the workplace and in the community, the County Ambassador Program helps employees inform and assist the public in accessing County services. Each Ambassador Kit includes an Ambassador pin bearing the motto, "Enriching Lives," a pocket guide containing the Strategic Plan Goals and several key hotline and information telephone numbers, and an easy-to-carry pocket-size laminated card with telephone numbers that can be useful to citizens we serve. Ambassador Kits will be provided to participants at the Department of Human Resources' monthly presentations of the Countywide New Employee Orientation.

To help expand the message of the County Strategic Plan and the employee's part in its achievement, you may wish to distribute kits during your Departmental New Employee Orientation sessions. The Chief Administrative Office's Workplace Programs has a limited supply of the kits which may be obtained by calling (213) 974-2619.

We encourage you to take this opportunity to help promote awareness of our shared vision and mission and enhance our customer service.

MJH:TJH
LT:HM

c: Each Supervisor
Chief Administrative Office
Administrative Deputies
Personnel Officers

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