

C-3: **(FCC Menu #14)** On August 29, 2011 Univision's Human Resource department conducted a training session specifically targeted to new managers but also included refresher points for all other experienced managers with subordinates. The training not only included new manager orientation, but also included topics including policy on sexual harassment, individual and manager evaluation procedures, setting SMART goals, and how to prepare written documentation for performance issues.

Blanca Gaytan

From: Lydia Luna-Buchmann
Sent: Wednesday, March 14, 2012 1:24 PM
To: Blanca Gaytan
Subject: FW: EEO outreach

Prepare an outreach form and attach this email (and scan both) for the manager orientation training for Austin managers held 8/29/11. The description of the event can be found in the body of the Austin EEO annual report draft, currently in the Austin EEO directory. It's located under the Annual report subdirectory. Do not make any changes to the report draft.

Thanks.

From: Erika Macias
Sent: Monday, March 12, 2012 5:22 PM
To: Lydia Luna-Buchmann
Subject: RE: EEO outreach

yes

From: Lydia Luna-Buchmann
Sent: Monday, March 12, 2012 5:06 PM
To: Erika Macias
Subject: RE: EEO outreach

Ok. So looks like just the new manager training was conducted then. Thank you much for checking.

From: Erika Macias
Sent: Monday, March 12, 2012 5:05 PM
To: Lydia Luna-Buchmann
Subject: RE: EEO outreach

I don't think we did do it in Austin. I looked in my calendar, Patty's files, and even asked Ismael to look through his. He has no record of it either

From: Lydia Luna-Buchmann
Sent: Monday, March 12, 2012 3:41 PM
To: Erika Macias
Subject: FW: EEO outreach

Erika, did you ever touch base with Martha if she had done the Effective Hiring Practices training for Austin? She did that session for SA in June, so if she did it for Austin, I would assume it would be somewhere close to that date.

From: Erika Macias
Sent: Thursday, March 01, 2012 6:49 PM
To: Lydia Luna-Buchmann
Subject: RE: EEO outreach

I am not sure but I do remember Martha did do one training in person, maybe it was Austin's Effective Hiring Practices. I can't find it in my calendar. I can ask her.

MGR Orientation -8/29/11-Austin attendees

GROUP	LOCATION_DESCR	ID	NAME	HIRE_DT	BUSINESS_TITLE
FF3	KAKW-Austin	205792	Albrecht,Chris N	5/4/2009	Business Manager
FF3	KAKW-Austin	021750	Barnett,Kenneth W.	7/1/2002	Chief Engineer
FF3	KAKW-Austin	022324	Garcia,Emafely	3/4/2003	Marketing/Community Affairs Manager
FF3	KAKW-Austin	206029	Humphries,Lesli C	8/31/2009	Sales Manager
FF3	KAKW-Austin	018042	Martinez,Ismael	6/8/1999	News Director
FF3	KAKW-Austin	019374	Robledo,Ruben	7/6/2000	Operations Manager
FF3	KAKW-Austin	021755	Watson,Yancy S.	6/24/2002	National Account Manager
FF3	KAKW-Austin	204109	Ryan,Michelle E	10/15/2007	Traffic Manager

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From: Lydia Luna-Buchmann
Sent: Wednesday, February 29, 2012 3:20 PM
To: Erika Macias
Subject: EEO outreach
Importance: High

Hi, Erika. On 6/14/2011, Martha and yourself hosted a training session for SA regarding Effective Hiring Practices. Then on 9/26/2011, you both hosted another training session, regarding New Manager Orientation.

Did you hold these training sessions also for Austin? If so, on what dates, and do you have a list of who attended?

I'm working on recapping my EEO outreach activities for the annual report, and Chris Albrecht did not pass on anything regarding outreach.

Thank you!

Lydia Luna-Buchmann | Business Manager/Controller | Univision 41 - TeleFutura 17 | 411 E. Cesar E. Chavez Blvd., San Antonio, TX 78204
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Station Call Sign(s): KWEX, KNIC, K45DX, KFTO

**SUPPLEMENTAL (Non –Vacancy Specific) RECRUITMENT ACTIVITIES
UNDERTAKEN BY THE EMPLOYMENT UNIT DURING
THE TWO-YEAR REPORTING PERIOD: ENDING 3/31/12**

For Internal Station Use

Activity: Manager Orientantion

Date: 08/29/2011

Participating Staff: Fely Garcia, Kenneth Barnett, Christie Humphries, Chris Albrecht, Ismael Martinez, Michelle Nail, Ruben Robledo, Yancy Watson, Adrian Salazar, Paul Schoen-Kiewert, Antonio Ruiz

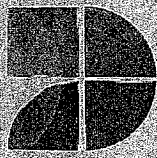
Host/Sponsor of Activity: Univision HR—Martha Ruiz-Cornejo

Brief Description of Activity: _____

This orientation is designed to give managers an overview of the Company's resources, policies and practices as well as the expectations that is expected from anyone in a management role.

Welcme

Manager Orientation



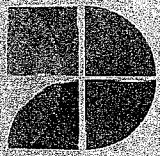
Manager Orientation

✓ **Module 1:**

- > Overview of your role as manager
- > Your role in living our values
- > Your role in Policies and procedures
- > Your role in Managing performance
- > Your role in Time and attendance

✓ **Module 2:**

- > Your role in Hiring
- > Employment Classifications
- > On-boarding practices



Today's Session

✓ By the end of module 1 you will :

- > Know what is expected of you as a manager
- > Be familiar with key company policies, Performance Management and Time and Attendance
- > Be aware of when to raise a red flag
- > Know what resources are available



Contact HR
for guidance

Blanca Gaytan

From: Fely Garcia
Sent: Thursday, March 08, 2012 3:31 PM
To: Blanca Gaytan

When: Monday, August 29, 2011 2:00 PM-3:30 PM (GMT-06:00) Central Time (US & Canada).

Note: The GMT offset above does not reflect daylight saving time adjustments.

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*******First of two invites. Please select the time that better fits your schedule*******

You have been selected to attend a newly developed Manager Orientation. This New Manager Orientation is designed to give you an overview of the Company's resources, policies and practices, as well as the expectations that we have from anyone in a management role.

Please join us via webinar on **Monday, August 29, 2011**. Sessions are being offered at **10:00-11:30 AM** or **2:00-3:30 PM**

Dial into: 866-548-3459. Access code is: 9652302

Log into: <http://univision.adobeconnect.com/managerorientation/>

During this session, we will cover:

- Your role in leading a values driven organization
- Your role in policies and procedures
- Your role in managing performance
- Managing time and attendance

If you have any questions, please contact Human Resources directly at (713) 965-2301.

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Blanca Gaytan

From: Fely Garcia
Sent: Thursday, March 08, 2012 3:30 PM
To: Blanca Gaytan
Subject: FW: Handouts for Manager's orientation sessions on monday
Attachments: Manager Orientation MODULE 1.pptx; Memo Template 2011 (3).docx; Handout 5 - Setting SMART Goals.docx; Handout 6a - Documenting Performance.doc; Handout 7 - Medical Leaves.pptx; Handout 8 - Timesheet.pdf; Handout 1- Additional Tools Trainings for New Managers (3).doc; Handout 2 - Harassment Policies.pdf

FYI

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-----Original Message-----

From: Chris Albrecht
Sent: Monday, August 29, 2011 1:58 PM
To: Fely Garcia; Kenneth Barnett; Christie Humphries
Subject: FW: Handouts for Manager's orientation sessions on monday

Chris Albrecht | Business Manager | Univision Communications Inc. | 2233 W. North Loop Boulevard, Austin, TX 78756
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-----Original Message-----

From: Erika Macias
Sent: Monday, August 29, 2011 10:16 AM
To: Chris Albrecht; Ismael Martinez; Michelle Nail; Ruben Robledo; Yancy Watson; Adrian Salazar; Paul Schoen-Kiewert; Antonio Ruiz-Camacho
Subject: FW: Handouts for Manager's orientation sessions on monday

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-----Original Message-----

From: Martha Ruiz-Cornejo
Sent: Friday, August 26, 2011 3:44 PM
To: Amy Tomko; Chris Albrecht
Cc: Patricia Garcia; Erika Macias
Subject: Handouts for Manager's orientation sessions on monday

Ladies,

I am sending you the handouts for Monday's session. Each participant will need a copy of each of the handouts. I apologize for sending this today but we have been pretty busy. Please let me know if you have any questions.

Thank you,
Martha

Martha Ruiz-Cornejo | Regional HR Director, Central Region | Univision Communications Inc. |
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