Approved For Release 2006/05/12 : CIA-RDP83-00058R000100160012-6

SPECIAL BULLETIN

OFFICE OF TRAINING

ADMINISTRATIVE - INTERNAL USE ONLY

No. 29-74 11 September 1974

TO: All Training Officers of the Agency

OFFICE MANAGEMENT SEMINAR

The Office Management Seminar examines the role of the office manager in depth. Included are sessions on communication, motivation, human relations, the executive's viewpoint of the professional secretary's role, and an updating of the organization of the Agency and its relationship to the intelligence community. Selected speakers from both inside and outside the Agency employ techniques which result in maximum student involvement; team exercises, discussions, role playing, films, and lectures are used to gain such involvement.

This Seminar is open to all interested senior secretaries and administrative assistants in Grade GS-08 and above.

DATE : 19 - 22 November 1974

STATINTL

LENGTH : Four days, full-time

PLACE : In residence at the [redacted]

CLASS SIZE : 14 (maximum)

REGISTRATION: Form 73, "Request for Internal Training," should be submitted to OTR/SRS/RG, Room 1036, Chamber of Commerce Building by 5 November 1974.

ADDITIONAL INFORMATION : On course content, call extension [redacted]
For registration assistance, call

STATINTL

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