(b)(3)
(b)(6)

~~CONFIDENTIAL~~
(When filled in)

TRAINING REPORT

Career Counseling

Student: Gerald K. Hughes

Dates: 18 - 21 Feb 1975

Employee No.: [redacted]

Office: DDA

Service Designation: [redacted]

COURSE OBJECTIVES AND METHOD

The primary objective of the course is to enhance the capability of those individuals who are responsible for providing career guidance to Agency employees.

Specifically the course should:

a. Prepare the trainee to help other employees who have career-related problems.

b. Provide the trainee with improved understanding of the Agency's career management programs.

c. Improve the trainee's communication skills, in particular to help him to understand the behaviors that interfere with interpersonal communication and impede effectiveness as a Counselor.

d. Acquaint the trainee with selected theories of motivation and counseling.

e. Develop the trainee's counseling skills through practice in role-playing exercises.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING:

[redacted]
Course Coordinator

26 JUN 1975
Date

[redacted]

APPROVED FOR RELEASE DATE: 17-Mar-2010

~~CONFIDENTIAL~~
(When filled in)