

TRAINING REPORT

MANAGEMENT COURSE NO.
(40 hours, ~~part-time~~ ^{full}) 14 - 20 October 1962

Student : Edmund X. Klipa Office : OS
Year of Birth: 1913 Service Designation:
Grade : GS-14 No. of Students : 17
EOD Date : August 1950

COURSE OBJECTIVES - CONTENT AND METHODS

The Management Course is designed to familiarize senior line and staff managers with both the theory and the practical problems of management in CIA. The underlying assumption of the course is that management development is a process of growth on the job. The course, however, enables the participants to examine their job activities in an environment where, guided by the instructors, they can critically examine their own actions, exchange ideas with managers from other components, and develop an understanding of the complex relationships that exist among the people, the pattern of organization, and the purposes of the Agency. The course approaches the problems of management in the Agency by discussing the formal and informal structures, concepts of leadership and communication, the problems of personnel management, and theories of planning and controlling. These subjects are related as closely as possible to the activities of the class members.

The content of the course is developed through lectures, case and group discussions, filmed presentations, and problem-solving 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:

Chief Instructor

31 October 1962
Date

APPROVED FOR
RELEASE DATE:
07-Jul-2010