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10 September 1953

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REPORT FOR THE WEEK OF 8 - 11 SEPTEMBER

To: Director of Training

From: Management Training Division

Accomplishments

This week, 21 people were enrolled in the Clerical Induction Section; 31 were in Clerical Orientation; and none were in Clerical Refresher courses since this is an interim week in that program. All programs appear to be progressing satisfactorily though we have several of the staff on leave.

Commenced the Human Resources Program, initial phase, with a fifth group of supervisors in Logistics,- 12 Section Chiefs and equivalent staff.

General

All members of the Division have been encouraged to enroll for whatever training or evening courses appear to be functional to their needs. [redacted] and [redacted] are taking "Contemporary Problems in International Affairs" in the Graduate School of the Department of Agriculture. [redacted] will probably sign up for a management course at the Department of Agriculture, and [redacted] plans to take an office management course at American University. [redacted] is considering a course in report writing at George Washington. It is planned to enroll [redacted] in the 5 October BIC(I) Course. All courses at outside institutions are being taken at the expense of the students themselves.

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Beginning next week, [redacted] will take full responsibility for the Clerical Refresher programs; [redacted] will spend the balance of her time in the Clerical Training Branch working on the final draft of the Reference Manual for Secretaries.

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The first batch of new evaluation sheets from the Clerical Induction Section were forwarded to [redacted] this week.

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[redacted] and I expect to attend some of the sessions of the Annual Meeting of the American Political Science Association, Hotel Statler, 10 - 12 September.

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Incidentally

The first meeting of the year of the Society for Personnel Administration promises to be an extremely interesting one. Archives Auditorium, Tuesday, 15 September, 7:30 p.m. Panel: John Corson, John Macy, Lyle Belsley, John Struggles, Earl Strong - EXECUTIVE SELECTION AND DEVELOPMENT IN THE NEW ADMINISTRATION. Anyone welcome.

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Chief, Management Training Division

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