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21 May 1953

REPORT FOR THE WEEK OF 18 - 22 MAY

To: The Director of Training  
From: Management Training Division

Accomplishments

Commenced the Human Resources Program with a third group of supervisors from Commo,- 12 Branch Chiefs and equivalent staff.

Completed the initial phase of the H. R. Program with a third group of supervisors from FE,- 15 Section Chiefs and equivalent staff.

Have an appointment to brief Mr. Wolf on the H. R. Program this afternoon.

Have an appointment to brief Mr. Kirkpatrick on the H. R. Program Friday afternoon.

I attach a summary of a report made by [redacted] on clerical orientation follow-up evaluations. The original report is available through [redacted] if you would like to see it.

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Plans

A request was initiated on Monday with the Personnel Branch for an additional GS-7 position of Training Instructor for the Clerical Training Branch. This additional position is required to staff the current and anticipated program of the Clerical Induction Section adequately.

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[redacted] is following through in notifying [redacted] of the steps yet to be taken before we can give him a definite commitment on employment. It is hoped that this can be done before 1 June.

I am planning to meet the DDA, DDI, and DDP training officers groups with [redacted] on 8 and 9 June to discuss and clarify their interests in various types of management training.

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[redacted]

[redacted]

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Chief, Management Training Division

attached:  
REPORT ON CLERICAL ORIENTATION

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25 YEAR

ICR NO. [redacted]  
IN CLASS [redacted]  
NEXT REV. DATE [redacted]  
NO. PGS [redacted]  
REV. CLASS [redacted]

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