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16 April 1953

REPORT FOR THE WEEK OF 13 - 17 APRIL

To: The Deputy Director of Training (General)

From: Management Training Division

Accomplishments

I completed the initial phase of the Human Resources Program with twenty-one members of the top staff of TSS on Wednesday.

I commenced the initial phase of the Human Resources Program with nine members of one division in TSS on Thursday.

I commenced the initial phase of the Human Resources Program with thirteen members of the top staff of COMMO on Thursday.

The first of eight meetings in the Records Management Training Program, sponsored jointly by the General Services Office and the Office of Training, was held on Tuesday in Room 1402 Eye Building. Approximately one hundred people were present. Except for air conditioning unit problems, the meeting went smoothly. The main speakers at this initial meeting were Emmett J. Leahy, President, National Records Management Council, and Herbert E. Angel, Director, Records Management Division, National Archives and Records Services, GSA. [Redacted] has been the liaison person from OTR in this program and she is acting as chairman for all the meetings.

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[Redacted] Aids has completed his visit and subsequent analysis of the Clerical Induction Program at [Redacted]. Implementation of some of his suggestions will take place gradually within the next few weeks.

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At this time, Clerical Training staff members are registered for or presently attending the following courses: Instructor Training Course (TRS); BIC presentations; ORR seminars on geography; and courses in the Graduate School of the Department of Agriculture.

The special typing class at FDD for analysts will end this week. [Redacted] indicates that it has been most successful and they are already planning in hope for another similar course some weeks hence.

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Chief, Management Training Division

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JOB NO. [Redacted] DOC NO. 214 NO CHANGE
IN CLASS! [Redacted] FEB. 1951.22
NEXT [Redacted] [Redacted] [Redacted] [Redacted]
NO. 205 1 [Redacted] [Redacted] [Redacted] [Redacted]
REV CLASS C [Redacted] [Redacted] [Redacted] [Redacted]

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