

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

OTE 85-9000

3 JAN 1986

MEMORANDUM FOR: Office of Information Services
Personnel Officer

FROM:
Director of Training and Education

SUBJECT: Dedicated Running of Employee Development
Course - MI Career Service

1. The Office of Training and Education is pleased to respond to your request for a dedicated running of the Employee Development Course for Office of Information Services employees. This running, which we can hold in April or May, could accommodate 40 employees. We appreciate your offer to find classroom space in Ames Building.

2. I will have the course chairman,
 contact you regarding the administrative
arrangements. She can be reached on extension

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