

ROUTING AND RECORD SHEET						
SUBJECT: (Optional) <div style="text-align: center; margin-top: 10px;">Seminar on Supervisor Skills and Abilities</div>						
FROM: Director of Training and Education 1026 CofC	EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px; margin: 5px auto;"></div>	NO. 	DATE 26 June 1987	STAT 1 STAT		
TO: (Officer designation, room number, and building)	DATE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; padding: 2px;">RECEIVED</th> <th style="width: 50%; padding: 2px;">FORWARDED</th> </tr> </table>		RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
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1. DDA 7D24 HQS				1. - 5. FYI		
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3. Executive Registry 7E12 HQS						
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5. ExDir 7D35 HQS						
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25 June 1987

MEMORANDUM FOR: The Director of Training and Education

SUBJECT: Seminar on Supervisor Skills and Abilities

1. Did you know that:

Fully one quarter of the Agency supervisors say that their ability to select and interview applicants makes no more than a slight contribution to their effectiveness as supervisors in their current jobs?

Only about a third say that matching an individual to the task is a critical skill for a beginning supervisor?

About a third say that their ability to see implications of world events for their work unit makes no more than a slight contribution to their effectiveness?

2. These are a few surprising conclusions of an analysis of 1800 responses to a recent survey of Agency supervisors about some 59 skills and abilities.

Why did we get these results?

Do we want to change these opinions?

If yes, how should we go about changing them?

What role should OTE have in this process?

3. I think the best way to get senior management of the agency to really focus on these questions is to hold a seminar with two senior representatives from each of the Directorates attending. But, before we do that I suggest we hold an internal OTE seminar with all OTE SISers and a few people from LDD attending. If we are lucky, we shall develop a discussion paper for use in the Agency-wide seminar at a later date.

4. If you concur, please designate the people you want to attend. We can arrange a time and place for the OTE seminar and we can each participant a copy of this memorandum together with a list of other apparently anomalous survey results that I am assembling.

STAT