

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A

No. [REDACTED] 20 March 1970

To: All Training Officers of the Agency

SENIOR MANAGEMENT SEMINARS (PLANNING)

DATES Seminar #4: 10 - 15 May 1970
Seminar #5: 21 - 26 June 1970

(These Seminars are in session from Sunday afternoon to Friday afternoon.)

LOCATION [REDACTED] 25X1A

OBJECTIVES To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and to familiarize participants with the Agency's overall planning system.

FOR Senior line and staff officers who have a need for better understanding of planning methods and processes.

Minimum grade level: GS-15

DESCRIPTION A one-week, residence (full-time) course which provides a systematic framework for managerial planning by identifying and analyzing basic approaches and selected techniques. It provides orientation on the Agency's Planning, Programming, and Budgeting System. This course features active learning through precourse work, team problem-solving, and case study. Formal lectures are kept to a minimum.

25X1A

25X1A Developed under contract by [REDACTED] and [REDACTED] that [REDACTED] firm.

This document is part of an integrated file. If separated from the file, it must be destroyed.

(Over, please)

GROUP 1
Excluded from automatic
downgrading and declassification

SECRET



T

R



SECRET

PRECOURSE
WORK

Approximately 20 hours. Materials will be sent out on or about the following dates:

For Seminar #4: Wednesday, 22 April 1970

For Seminar #5: Wednesday, 3 June 1970

REGISTRATION

Limited to 45 for each Seminar. Submit Form 73 to AIR/ISS/TR, Room 832, 1000 N. Glebe Road. Registration closes on the following dates:

For Seminar #4: Wednesday, 15 April 1970

For Seminar #5: Wednesday, 27 May 1970

No substitutions to be made after these dates because of precourse work requirements.

ALLOCATIONS

Representation by all Directorates will enhance the value of the Seminar to the participants. Consequently, the following allocations are suggested for each Seminar:

<u>Component</u>	<u>Suggested Number of Participants</u>
Office of the Director	2
Directorate of Intelligence	11
Support Services	11
Clandestine Service	15
Directorate of Science and Technology	5

TRAVEL ORDERS
AND COST

Responsibility of participating office.

25X1A

ADDITIONAL
INFORMATION

On course content, call extension [REDACTED]
On registration, extension [REDACTED]

25X1A

SECRET