

SPECIAL BULLETIN

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

25X1A

No. [REDACTED] 19 August 1970

To: All Training Officers of the Agency

SENIOR MANAGEMENT SEMINAR (PLANNING)

DATES 4-9 October 1970
(This Seminar is 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.

This document is part of an integrated
file. If separated from the file it must be
subjected to individual systematic review.

(Over, please)

SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

SECRET

Developed under contract by [REDACTED]

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PRECOURSE
WORK

Approximately 20 hours. Materials will be sent out on or about Wednesday, 16 September 1970.

REGISTRATION

Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe. Closes Wednesday, 9 September 1970. No substitutions to be made after this date 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:

<u>Component</u>	<u>Suggested Number of Participants</u>
DCI Area	2
Directorate of Intelligence	11
Support Services	11
Clandestine Service	15
Directorate of Science and Technology	6

TRAVEL ORDERS
AND COST

Responsibility of participating office.

ADDITIONAL
INFORMATION

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

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