

SECRET

SPECIAL BULLETIN

25X1A

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

No. [REDACTED]

27 August 1970

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (A-70)

DATES 11-16 October 1970 (Sunday
afternoon - Friday afternoon)

LOCATION [REDACTED]

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OBJECTIVES

To increase individual effectiveness on the job by providing (a) better understanding of planning as a managerial skill and (b) familiarization with the Agency's overall planning system.

FOR

Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers

Grade level: GS-12 and GS-14.

DESCRIPTION

A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation of the Agency's overall PFB system.

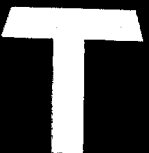
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Developed under contract by [REDACTED]
This course features active learning through pre-course work, team problem-solving, and case study. Formal lectures are kept at a minimum.

(Over, please)

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GROUP 1
Excluded from automatic
downgrading and declassification



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PRECOURSE WORK Approximately 25 hours. Material to be sent out on or about 23 September 1970.

REGISTRATION Limited to 45. Submit Form 73 (Request for Internal Training) to AIR/ISS/TR, Room 822 1000 North Glebe Road by Wednesday, 16 September 1970. No substitutions to be made after that date because of extensive precourse work requirements.

TRAVEL ORDERS AND COST Responsibility of participating office.

ADDITIONAL INFORMATION On course content, call extension [REDACTED] atation, call [REDACTED]

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