

TAB

THE PENNSYLVANIA STATE UNIVERSITY

UNIVERSITY PARK, PENNSYLVANIA 16802

College of Business Administration
Office of the Assistant Dean
Continuing Education

DTR-9932

April 4, 1974

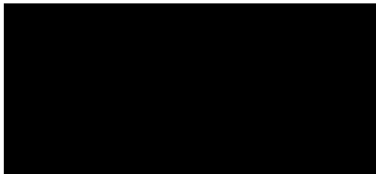
Mr. Alfonso Rodriguez
Director of Training
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Rodriguez:

You will find attached a copy of the acceptance letter which was sent to the following participants of our 1974 Executive Management Program:

EMP-26, 1974:

EMP-27, 1974:



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Formal billings have been forwarded to the Registrar, Central Intelligence Agency, for the above.

I wish to acknowledge the continued participation of the Central Intelligence Agency in the Executive Management Program and to express my appreciation. If there are any questions concerning the program that you or the participants may have, please do not hesitate to write or call me.

Sincerely yours,

Ray Watson

Ray Watson
Director of Executive Programs
Assistant Dean for Continuing
Education

Enclosures

cc: Registrar

2 April 1974

Dr. J. Ray Watson
Director of Executive Programs
The Pennsylvania State University
College of Business Administration
310 Business Administration Building
University Park, Pennsylvania 16802

Dear Dr. Watson:

The Central Intelligence Agency is pleased to nominate four career officers for the two sessions of the Executive Management Program for 1974 as follows:

Twenty-Sixth Session (23 June - 19 July 1974):

STATINTL



Twenty-Seventh Session (28 July - 23 August 1974):

STATINTL



I am enclosing completed applications for our nominees. Please forward invoice for program fees to Registrar, Office of Training, Central Intelligence Agency, Washington, D.C. 20505.

Sincerely,

(SIGNED)

Alfonso Rodriguez
Director of Training

Enclosures

STATINTL

ES-TSB [redacted] maq (28 Mar 74)

Distribution:

- Orig - Adse w/Encis
- 2 - DTR
- 1 - FBIS/TRG
- 1 - RG/SRS/TR w/cpy Encis
- 2 - ES-TSB w/cpy Encis

OSI/TRG
- ORD/TRG

Executive Secretary
Training Selection Board 1036 CoFC Bldg 3137

11 January 1974

Senior Training Officers

The attached information describes the Executive Management Program for 1974 at Pennsylvania State University. Two sessions will be held--23 June - 19 July and 28 July - 23 August. This program is included in the OTR budget for Training Selection Board programs and nominations will be subject to TSB approval. You are reminded that employees selected for this program must attend on a completely mandatory basis.

If you have any candidates you wish to propose for attendance, please submit six copies of all nomination papers--nominating statement, biographic profile and the most recent fitness report--by close of business Friday, 8 February.

STATINTL



Executive Management Program

The Pennsylvania State University

EXECUTIVE MANAGEMENT PROGRAM 1974

DATES:

Twenty-Sixth Session:
June 23 - July 19, 1974

Twenty-Seventh Session:
July 28 - August 23, 1974

Fee: \$1900.00 includes Tuition, Board & all supplies

PARTICIPANTS:

Age: At least 35 years

Position: Executive and Upper Level Management

Size of Class: Limited to 40

This four-week program is designed to develop the managerial skills of executives so they are better prepared to assume added responsibilities. The participants learn the most advanced techniques and principles of management and how to apply them.

An executive will return to his organization better prepared to:

1. Understand the influence of economic, political, and social forces on management decisions.
2. Design effective strategies that integrate goals, capabilities, and opportunities to fulfill organization objectives.
3. Increase his competence in applying new techniques to solve problems and to make crucial decisions.
4. Develop efficient marketing programs and delivery systems of organization services.
5. Set up management information and control systems to assure effective use of limited resources.
6. Apply his personal skills in executive leadership to achieve more effective management.

The program method is designed to emphasize participation. It provides for an exchange of experience and information among successful executives. The faculty is composed of outstanding management authorities who are also effective teachers.

The program includes these major areas:

Top Management and Its Responsibility---Policy Formulation and Strategic Planning---Managerial Styles and Individual Values---Organization Development and Innovation---Decision-Making Processes---Economic Prospects and Problems---Societal and Political Forces---Management Information Systems---Internationalization of Business---Financial Planning and Control

The conference facilities and living accommodations are specially designed for the Executive Management Program at the University Park Campus.


Director of Executive Programs

COLLEGE OF BUSINESS ADMINISTRATION

310 Business Administration Building
UNIVERSITY PARK, PENNSYLVANIA 16802 (814) 865-3435