

21 September 1973

MEMORANDUM FOR: Deputy Director for Management and Services
 SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Advanced Management Program

Members attending the program have completed the two-day unit on Communication and Leadership. Mr. Carl Duckett, the DD/S&T, talked on the Agency's internal communication problems and Mr. John Blake, D/Personnel, discussed leadership patterns. On the evening of 17 September the class met at Headquarters for a session with Mr. Richard McCurdy, Associate Administrator for NASA, and formerly an executive with Shell Oil Corporation.

Interim concensus of the instructional staff is that the program is going along very well.

B. Latin American Area Seminar

The Tuesday, 18 September, session of the Seminar was addressed by [redacted] on the subject of U.S. relations with Latin America. [redacted] a specialist on the Caribbean, was hoping to concentrate somewhat on the problem of the Panama Canal but the students took him into other areas: general U.S. policy, Venezuela, and Chile.

C. Off-Campus Program

The unusually large number of telephone inquiries about the program, following publication this week of Employee Bulletin [redacted], indicates an unprecedented interest in signing up. Findings suggest Agency sponsorship is one of the main attractions.

STATINTL

STATINTL

STATINTL

Instructors for the 22 courses have been assigned although in some cases, officials at the Northern Virginia Regional Center of the University of Virginia have not given final approval. Classes will begin the week of 2 October, and all except those in information science training will be held in the Headquarters Building. They will run from 5:30 to approximately eight o'clock on Tuesday, Wednesday, and Thursday. There will be no Headquarters classes on Monday or Friday evenings.

II. Upcoming Developments

A. Visit of SAI Executive

On 27 September, [redacted]

[redacted] will talk to selected OTR and DDO personnel on his organization's course on management and human relations skills. Two of OTR's instructors recently visited the [redacted] studied the course material, and believe the course may be adaptable to clandestine aspects of our work, particularly with respect to techniques of persuasion and manipulation. Study will be given to further assistance from the Institute, particularly from the standpoint of [redacted] conducting a special course on the subject.

B. Guest Speaker Program

The opening presentation of the Guest Speaker Program by Professor [redacted] in the Headquarters Auditorium on 9 October, 1600-1800 hours, will be attended by the twenty members of the current Senior Seminar and the members of the special running of the USSR Country Survey. Participants in the Midcareer Course, which will close on 5 October, will also be offered an opportunity to attend the Brzezinski presentation as a special add-on to the course.

Five hundred tickets will be distributed by the end of this week to the four Directorates, to the O/DCI, and, through the Executive Officer of the IC Staff, to the member agencies of the Intelligence Community for whom one hundred tickets have been reserved.

[redacted], Deputy Director of OCI, has informed OTR that Mr. Colby plans to invite Professor [redacted] to dinner after the lecture.

C. Senior Seminar

STATINTL

[redacted] of O/LC has informed us that Congressman Lucien N. Nedzi, Chairman of the Intelligence Operations Subcommittee of the House Armed Services Committee, has accepted our invitation to meet with members of the Seminar on Wednesday, 14 November, from 0930-1030 hours. The session will be in the Headquarters Building. We expect Congressman Nedzi to discuss Congressional-CIA relationships.

D. USSR Country Survey

STATSPEC
STATSPEC

The course will be conducted from 1 to 12 October. Although originally scheduled at the request of [redacted] there are now ten employees enrolled from [redacted] NPIC, CRS, and the SB Division, DDO. Additional enrollments are expected. The SB Division also plans to have some of its officers audit selected parts of the course.

E. Records Management Training

Because of the retirement of Chief Instructor of the Records Management course, OTR cancelled its planned fall schedule for these one-day programs. [redacted] Chief, Information Systems Analysis Staff, DDM&S, has since notified us that his office is preparing to reinstate the program and will conduct the first in a series of programs beginning 14 January 1974. We have assured [redacted] of our administrative support should he need it.

F. Orientation for Training Officers

We have set Thursday, 11 October, as the date for the next orientation for the Agency's Training Officers. Present plans call for a tightly programmed half-day session, to include a tour of the new information science training facilities. We are hoping to make it more of a participatory program than has been the case heretofore.

G. Self-Study Films

STATINTL
STATINTL

In response to a request from [redacted] arrangements have been made to leave the "Management by Objectives" and "Motivation" cassettes [redacted] after the Support Officers' Conference. [redacted] plans to show the films to [redacted] personnel on 26 - 28 September

[redacted] STATINTL
for Alfonso Rodriguez
Director of Training