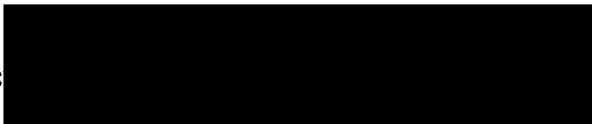


ADMINISTRATIVE INTERNAL USE ONLY

STATINTL

NAME :



OFFICE :

*Security/PB*

ADMINISTRATION DIRECTORATE REVIEW: TRENDS AND HIGHLIGHTS

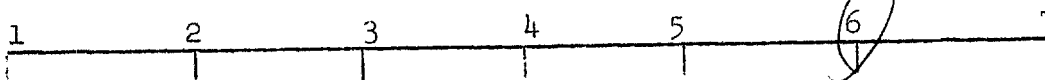
Evaluation

In order to enhance the usefulness of the Trends and Highlights Course to you and future participants, a continuing process of evaluation is necessary. We ask your cooperation in assisting us in keeping the course responsive to the needs of the participants.

COURSE OBJECTIVE

The objective of the course is to update Deputy Director for Administration careerists' knowledge and understanding of current activities, problems and trends in the Directorate and its various offices.

- A. Please indicate on this numerical scale how well in your estimation, the course has met its objective. (Number 1 is the lowest, number 7 is the highest.)



- B. What was the most useful segment of the program to you in your present assignment? The least useful? Please describe how you see the program benefiting you.

STATINTL

*Training proposed for the "Effective Secretary"*  
*Loss of Records Center. [Redacted] overview*  
*of support to overseas operations.*

*Least: medical - EEO - MBO -*

(See Reverse Side)

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- C. Did you feel the session on the Administration Directorate/  
Management & Advisory Group (AD/MAG) was beneficial? Why?

*Somewhat - Gave us a chance to air our  
views.*

- D. Other Comments:

*So much of the course was designed for  
Grades 11 up. Not much emphasis on  
clericals. Several of the speakers had too  
many slides, many of them in type-  
writing form which were unreadable.  
While I agree with the visual form, having  
organizational charts was a waste.  
I disagree with night sessions. If  
this is a way of curtailing the late  
"Happy Hour", it just didn't work. Those  
interested in being "Happy" didn't attend.  
Those of us who were really interested  
in getting the most ~~out~~ of the course  
were just too tired to assimilate  
everything. An additional day in lieu  
of evening sessions would be beneficial.*