

(CLASSIFICATION)

Executive Registry  
64-447

OFFICE OF THE DIRECTOR

Action Memorandum No. A-349

Date 20 January 1964

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TO : Director of Training  
VIA : Deputy Director/Support  
SUBJECT : Briefings

REFERENCE:

1. The DDCI is quite concerned at the quality of some of the briefings being given by Agency personnel, particularly some of the higher graded personnel, and has commented to the DCI that while he was at NORAD he had required all personnel to take a public speaking course. He noted that the course given there was for a total of 16 hours, and had classes of 10-12 people. The course involved all facets of public speaking beginning with development of a theme, rough outline, preparation of notes, preparation of a finished talk, and presentation.

2. Would you check with [redacted] and see what considerations you would make for handling the senior CIA echelon. I would imagine that for planning purposes there would be about 30 who should take this course.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

LBK:drm

Distribution:

- Original and 1 - Addressee
- 1 - ER; ① - ExDir

SUSPENSE DATE:

Amended by ER 64-447/  
dated 27 Jan.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(CLASSIFICATION)

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