

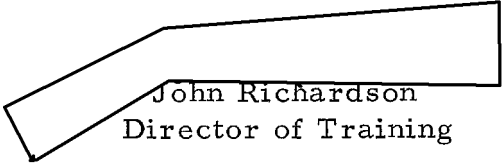
24 May 1966

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Kaiser Aluminum Booklet on Communication

1. The Kaiser booklet on communications is a clear and well-presented summary of findings that have been incorporated in numerous works on human relations, semantics, and communications in general. The findings are useful and deserve attention in organizational and management training.

2. The Office of Training will request 100 copies of the booklet for use in our Career Training, Writing Workshop, and Management Courses. Although the Kaiser booklet is a worthwhile addition to any agency's library on management, we do not believe it to be new or important enough to be made mandatory reading or to be "pushed" outside the Agency apart from reference to it as a useful and well-presented summary.



John Richardson
Director of Training

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