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PROPOSAL TO HAVE OTR CONDUCT

Three (3) Performance Appraisal Workshops for the Office of Logistics during CY 1972.

- 1 - for supervisors in Ames Building
- 1 - for supervisors in LSD (Area Log Officers will be included)
- 1 - for supervisors [REDACTED]

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Background

This workshop was given to 48 employees in PSD on 9 and 11 March 1971, and to 21 OL supervisors in the Ames Building 27 and 29 April 1971 (Grade range GS-08 thru GS-15).

The design of the course provided for breaking of the class into teams for the first 3 hour segment with each team discussing three questions dealing with PA and then reaching a team consensus on the questions. In the second 3 hour segment representatives of each team made presentations and the class discussed the issues raised. The course instructor provided a summary at the conclusion. A notebook containing reading and study material is handed to students 1 week prior to course.

We would propose to add a third 3 hour session to incorporate a case study on preparation of Fitness Reports.

Registration would be limited to 24 students and no fewer than 18 students.

The 1st running could be given on Tuesday and Thursday morning March 21 and 23 (0900-1200) and Tuesday afternoon 28 March (1300-1700)--total time approx. 10 hours.

The 2nd and 3rd runnings could be given in April and May 1972.

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