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11 February 1986

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MEMORANDUM FOR:



FROM:

SUBJECT: Secretarial Training

After some discussion, the secretaries in DFG agreed that the following courses should be included in any list of necessary training:

Level I:

Agency/Directorate/Office Orientation

Geography

Essentials of grammar and punctuation

Proofreading

Agency correspondence procedures

Office etiquette (especially telephone conduct)

Wang and VM Word Processing

Briefings in specific areas of assignment (such as administrative/ personnel procedures, PAR workshop, T&A workshop). One of our secretaries is in the COMSEC branch, and she said that a short workshop or briefing dealing with COMSEC matters would have been a tremendous help because there are so many terms with which she was unfamiliar. Our Group (as is true of most offices in OIT) deals with extremely technical matters, and in order to adequately proofread memos and reports, we need to be familiar with the subject matter.

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but - specifics on 201
CIA orientation - 1 - wh excellent*

Levels II and III:

Office management and supervisory skills

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Agency regulations and legal statutes

Government-wide orientations

Current affairs

Level IV:

Oral presentation techniques

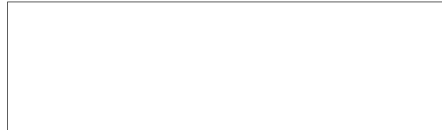
Advanced writing skills

Advanced word processing

Advanced management and supervisory skills

Many of these areas are covered in the proposed training agenda. There was some concern here that the proposed courses may be too general in nature. A secretarial curriculum might include the general as well as the specific and directed subject matter.

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