

Training course presented by

Office of Personnel Management

NOMINATION PROCEDURES:

Federal Submit a Standard Form 170 for each nominee

State and Local

Submit a letter from an authorized official including the following information:

- title and dates of the course
- name, address, position title, and brief description of the nominee's duties
- telephone number and address of office to which confirmation notice should be sent
- billing address

Submit to:

PLACE OF TRAINING:

OFFICE OF PERSONNEL MANAGEMENT
 SUPERVISORY AND COMMUNICATIONS
 TRAINING CENTER - WED
 P O BOX 7230
 WASHINGTON, DC 20044

Thomas Circle Training
 Center
 1121 Vermont Avenue, NW.
 Washington, DC

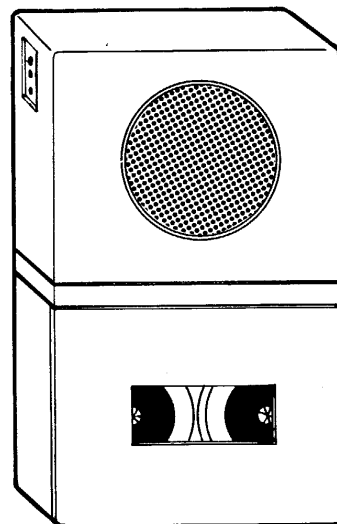
Telephone: (202) 632-6047

The Office of Personnel Management makes every practical effort to assure that its training programs are readily accessible to handicapped employees. Nominating officials should contact the training center in advance of nomination to discuss any special provisions needed to accommodate a handicapped nominee.

ON-SITE TRAINING

If an agency finds it has enough participants to comprise a class and has facilities for training, arrangements can be made to have a course conducted on-site at a reduced fee. For further information, contact our office at the above telephone number.

WDS 25EE (10-79)



The Art of Dictation...

FY 1980

January 7-10

March 3-6

Supervisory and Communications Training Center

THE ART OF DICTATION

A smooth flow of communication means money, time, and energy saved--and greater office productivity. Dictation is the most efficient way of getting information into the communications cycle, and good dictation techniques are essential whether your office uses machine or shorthand dictation. THE ART OF DICTATION is designed to give word originators the skills they need to dictate more efficiently and more effectively.

At the end of the workshop, participants will be able to:

- o use principles of good office dictation to communicate facts, ideas, instructions, etc.
- o plan and organize predication notes
- o increase office productivity by at least 50 percent through proper dictation techniques
- o recognize the role of machine dictation in today's word processing systems

Course Approach

Major concepts will be presented through short lectures, practical exercises, audio-visual presentations, and group participation. Emphasis will be on the techniques involved in dictating, and participants will have "hands on" experience with dictation equipment.

The workshop will provide individualized consultation periods with the instructor, as well as feedback analysis of each participant's dictation

by the class. Participants are encouraged to bring to the class their own dictation materials to provide realistic application of the skill.

Pertinent Data

The prorated cost is \$200 per person. Agencies will be billed for all accepted nominees unless formal cancellations are received by the cancellation deadline. Substitution of eligible participants may be made up to the beginning of the workshop.

The workshop is conducted during 4 consecutive half-day sessions.

Federal, State, and local government employees are eligible to attend.

Calendar:

~~January 7-10, 1980~~

Nomination Deadline: December 10, 1979

~~March 3-6, 1980~~

Nomination Deadline: February 4, 1980

LOOKING AHEAD:

May 5-8, 1980

June 2-5, 1980