

Program	FY-1983									FY-1984									Length of Course	
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
<u>OFFICE OF PERSONNEL MANAGEMENT</u>																				
Federal Executive Institute (Charlottesville, Virginia)																				
Residential Program in Executive Leadership and Management																			Dates to be Announced	3 weeks
Executive Seminar Center (Kings Point, New York and Oak Ridge, Tennessee)																				
Management Development Seminar																			Dates to be Announced	2 weeks
Executive Development Seminar																			Dates to be Announced	3 weeks
<u>DEPARTMENT OF DEFENSE COMPUTER INSTITUTE*</u>																				
Automated Information Systems Management For Senior Executives ¹	...	15	...	17	...	21	...	16	26		3 days
Automated Information Systems Management for Intermediate Executives ²	18	29	...	10	7	28	25	16	6	11	15	12		2 weeks

* Space Available only
¹ for GS-16, FE-02, and above
² for GS-12, FD/FP/FS-3, FS-3 and above

Program	FY-1982												FY-1983						Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
<u>DEPARTMENT OF DEFENSE</u>																			
<u>COMPUTER INSTITUTE*(cont'd)</u>																			
Managing Automated Information Systems Acquisition ²	4	1	13	10	28	...	11	...	20	...	1	1 week	
Automated Information Systems Project Management ²	18	29	...	3	7	14	25	...	6	11	15	19	9 days	
Automated Information Systems Concept Development and Design ³	4	15	13	24	28	...	4	9	20	...	1 29	1 week	
Managing Automated Information System Resource Protection ²	18	15	6	17	7	7	4	9	13	18	15	12	1 week	
Privacy Act and the Manager ³	5	30	...	4	15	29	...	24	2 30	3 days	
Advanced Automated Information Systems Mgmt for Intermediate Executives	...	1	13	24	...	14	11	9	29	26	4 days	

* Space available only
¹ for GS-16, FE-02 and above
² for GS-12, FO/FP/FS-3, and above
³ for GS-11, FO/FP/FS-4, above

EXTENSION STUDIES
Interagency Training (Cont'd)

In addition to the courses listed, numerous courses are offered in each of the fields of executive management, middle management, supervision, financial management analysis, personnel management, communications, ADP skills and administration, supply management, and other specialized programs. Periodic announcements of these courses are circulated to all bureau training offices.

Applications for interagency training courses should be submitted to the Foreign Service Institute through the bureau executive director on Form DS-755 (revised 5/69) at least two weeks prior to the agency deadline. An Optional Form 170 should accompany the DS-755 for all interagency training.

EXTENSION STUDIES
After-Hours Program

The purpose of the After-Hours Study Program is to provide employees of the Department of State with training that will increase their usefulness to the Department.

Employees may apply for FSI sponsorship of evening courses offered by accredited universities, colleges or other training institutions located near their post of assignment. Applications for sponsorship of after-hours courses are available from post and bureau training offices.

To the extent funds permit, the Department will pay full tuition for approved courses. Books, registration and application fees are the responsibility of the student. All courses must be taken for credit. Students who withdraw after enrollment for other than official reasons or students who fail to make a passing grade, will be required to pay the cost of the course.

EXTENSION STUDIES
Conferences and Seminars

Applications for registration of miscellaneous conferences and seminars should be submitted on Form DS-755, accompanied by the conference/seminar brochure, justification as to how course relates to present job duties, and payment for cancellation of course form, through bureau training offices.

CORRESPONDENCE STUDY

Applications for correspondence study courses may be made at any time. The courses listed are offered by universities and military and private correspondence schools throughout the U.S.

Applications should be submitted on Form DS-1131 Field Training Application. All correspondence courses must be approved by the Foreign Service Institute prior to enrollment so that the money may be authorized in advance; however, the student will be responsible for paying for the tuition and book fees. When the course has been successfully completed, the student should send a record of his/her grade and a DS-1034 voucher with receipts for tuition and books to the Office of the Registrar, Foreign Service Institute. Upon receipt of this information, the Department will reimburse the student for the cost involved, except for the extension fee, provided approval was obtained prior to enrollment and the funds set aside for reimbursement. Descriptions of most listed courses are included in the Extension Studies Program Bulletin which is available in all post personnel offices.

Applications from personnel assigned in the United States should be made on Form DS-1131 which may be obtained from each bureau training office. Correspondence course catalogs are available in the Extension Studies Program Office, Foreign Service Institute, B-Level, SA-3, telephone 235-8727.

Program _____ Length
of Course

Administration

Modern Supervisory Practice	1 year
Success-Oriented Supervision	1 year
Work Objectives - Their Development & Use	1 year
Public Administration	1 year
Leadership and Organization Development	1 year
Manager's Guide to Human Behavior	1 year
Office Management and Control	1 year
Elements of Industrial Relations (Personnel Management)	1 year
Principles of Management	1 year
Advanced Personnel Administration	1 year
Records Management	1 year
Secretarial Procedures and Administration	1 year
Business Reports	1 year
Administrative Practices and Procedures	1 year
Public Personnel Administration	1 year

<u>Program</u>	<u>Length of Course</u>
<u>Accounting</u>	
Introduction to Accounting	1 year
Administrative Accounting	1 year
Principles of Accounting I	1 year
Principles of Accounting II	1 year
<u>Automatic Data Processing</u>	
Computers & Data Processing	1 year
Systems & Procedures for Business Data Processing	1 year
<u>Commerce</u>	
*Correspondence Course for FSN Commercial Specialists	1 year
<u>Communications</u>	
Basic Electricity	1 year
Electric Transmission and Distribution	1 year
Basic Electronics	1 year

*Refer to CA-0791 (March 14, 1979) for enrollment procedures

<u>Program</u>	<u>Length of Course</u>
<u>Economics</u>	
Principles of Economics - Microeconomics	1 year
Introduction to Macroeconomics	1 year
Introduction to Statistical Methods	1 year
Economic Principles and Problems	1 year
Labor Economics and Labor Relations	1 year
International Economics	1 year
<u>Mathematics and Statistics</u>	
Basic Mathematics	1 year
College Algebra I	1 year
Elements of Statistics	1 year
<u>War College Courses</u>	
International Law18 months
International Relations18 months
National Security Management	1 year
<u>Writing</u>	
Grammar Review for Students of English as a Second Language	1 year
Grammar and Composition for Foreign Students	1 year
Refresher English I	1 year
Refresher English II	1 year
Better Letters	1 year

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<u>Program</u>	<u>Length of Course</u>
Writing for Government and Business	1 year
Report Writing	1 year
Research Report Writing	1 year
Principles of Editing and Their Application	1 year

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COURSES FOR FOREIGN AFFAIRS PERSONNEL

The following listings describe some training courses at the Foreign Service Institute (FSI), which may be of particular interest to personnel in the Foreign Affairs field who are serving a tour of duty or on temporary assignment in Washington. General Schedule (GS) employees are eligible for courses which conform to the Government Employees Training Act, Chapter 41, Title V of the U.S. Code (P.L. 85-507).

These listings are intended to complement and put into broader perspective the usual Department notice which describes individual course offerings. With a knowledge of the entire range of courses offered in a particular field, potential participants are better able to determine whether a specific course offering best satisfies their self-assessed requirements and needs.

Many Institute courses will interest spouses and other family members; they are welcome, for example, in area studies, language classes, orientation programs, and all of the seminars offered by the Overseas Briefing Center.

The timing and frequency of course offerings in this catalog are approximate. Courses will be scheduled more or less frequently, depending on demand. FSI would welcome suggestions from you regarding other courses you think should be offered.

For additional information, call 235-8782 (Mid-Level Studies); 235-9562 (Consular Training); 235-8774 (Administrative Training); 235-8794 (Economic and Commercial Studies); 235-8780 (Executive Development), 235-8778 (Political Studies); 235-8796 (Orientation Programs); 235-9401 (Communication and Clerical Skills); 235-8840 (Area Studies); 235-8784 (Overseas Briefing Center), Language Studies 235-8816.

MID-LEVEL OFFICER PROFESSIONAL DEVELOPMENT COURSE (G112) (22 weeks)

This course will provide mid-level officers professional knowledge and skill development needed to respond to increasingly complex U.S. foreign policy interests and needs and changing management responsibilities. Offered for the first time in August 1981, the five-month program will be provided to all newly-tenured officers in the Foreign Service. The course will prepare officers in foreign service work during mid-level. The program is comprised of four principal elements: advanced primary core professional training; management and Washington bureaucratic skills; global policy context (issues); and elective courses in foreign affairs specialty fields. The course will also provide participants an opportunity for self-assessment and career planning.

ADMINISTRATIVE TRAININGADMINISTRATIVE CORE (A112) (3 weeks)

This course is designed for Foreign Service personnel who are assigned to administrative, personnel, general services, budget and fiscal, communications, security, administrative secretary positions overseas, and for positions in Washington which directly relate to overseas administrative activities, such as bureau post management positions and foreign operations security positions. It consists of self-instructional modules, assigned readings, case studies and video tapes covering elements of the Department's administrative programs, policies and procedures, with particular emphasis on overseas operations.

The Administrative CORE Course is an introductory course designed to give participants a basic knowledge of the administrative sub-functions overseas and their interrelationships, a background knowledge of various administrative elements within the Department and some exposure to management and supervision principles. It is a prerequisite for employees desiring to take additional training in the administrative specialty areas--Budget and Financial Management, General Services or Personnel.

GENERAL SERVICES OPERATIONS (A117) (3 weeks)

The General Services Operations Course was created for Foreign Service personnel who are or will be assigned overseas to general services work areas. It is designed to provide intensive specialized training in Foreign Service procurement, contracting and property management.

The course consists of self-instructional modules interspersed with case studies and practical exercises. The purpose of this course is to train qualified and knowledgeable Foreign Service specialists for assignment to general services support positions abroad.

PERSONNEL LABORATORY (A118) (2 weeks)

The Personnel Laboratory is designed for Foreign Service personnel who are or will be assigned responsibilities relating to personnel administration. New departmental personnel employees as well as those desiring to keep abreast of changing personnel policies and procedures are also assigned to this course. It is designed to give participants a basic operational knowledge of the principles of American and Foreign Service Local Employee personnel administration.

BUDGET AND FINANCIAL MANAGEMENT (A119) (6 weeks)

The Budget & Fiscal Workshop is developed for Foreign Service personnel who are or will be assigned overseas to Budget & Fiscal positions. It is designed to provide intensive specialized on the job training in budget formulation, resource control and other accounting policies and procedures.

It is divided into two distinct three-week phases. Phase I contains self-instructional modules. Phase II places the student in the simulated work situation. The purpose of this course is to assist in eliminating the current severe shortage of budget and fiscal officers throughout the Foreign Service.

COPING WITH VIOLENCE ABROAD (P120) (1 day)

The Seminar is designed to provide employees and families a better understanding of terrorism phenomena and measures the government is taking and techniques individuals can use to cope with violence. The Seminar is a revision of the previously offered "Terrorism" Seminar. Evidence to date indicates continuing need for conducting such seminars. Attendance is mandatory for all employees of State, AID, and USICA going on overseas assignment who have not attended the Seminar since January, 1981.

CONSULAR TRAININGBASIC CONSULAR TRAINING (CONGEN ROSSLYN) (C101) (24 days)

An intensive, fast-paced exposure to basic consular work. The Basic Consular Course emphasizes training in the use of the resources available, with primary concentration on the Immigration and Nationality Act (INA) and three volumes of the Foreign Affairs Manuals (FAMS). The training takes place in a setting simulating a busy consular office abroad. It is for beginning Foreign Service Officers and other personnel who are assigned to or will be working in a consular position.

Basic training in overseas citizen and visa services is given in three parts: (1) passport services, (2) emergency services, and (3) immigrant and nonimmigrant visa services. Rotating among different offices in ConGen Rosslyn, students progress through self-instruction guides, roleplay exercises and consular simulations, demonstrations in preparing documents and practicing on a variety of machines used in consular work, and two workshops, one in the Visa Office and the other in the Office of Overseas Citizen Services. Case studies in the inbox and roleplay exercises are lifted from actual cases sent to FSI by posts abroad. Exercises call for research in the resource material (INA, FAMS, and current Department of State circular instructions) and for use of common sense and judgment to respond to stressful situations. Students must also draft letters, telegrams, and memoranda--amidst interruptions by roleplayers simulating Americans or foreigners needing both urgent and routine consular services.

The goal of the basic course is to prepare the officer to assume any of the junior consular duties at the post within two or three days of arrival. The student is not expected to achieve complete mastery of every aspect of consular work nor to quote verbatim the appropriate section of law or regulation when confronted with a problem; he/she is expected to know where to go for the answer and be able to apply the techniques and discipline learned in ConGen Rosslyn. The completion of the learning experience should take place after the student gets to post.

CONSULAR CORRESPONDENCE COURSES (6 months each)IMMIGRATION LAW AND VISA OPERATIONS (C102)NATIONALITY LAW AND CONSULAR PROCEDURES (C103)OVERSEAS CITIZENS' SERVICES (C104)

(Enrollment primarily for Foreign Service national employees working in a consular position)

Modeled after the self-study guides used in the basic course, these courses are designed to help the national employee understand the large and complex body of laws and regulations with which he works.

A prospective student must request enrollment on Form FS-3111, which must be signed by the supervisor and state the full name and title of the consular officer designated to act as the student's course sponsor.

With the self-instructional guides (SIGs), each course takes the student through relevant sections of the Immigration and Nationality Act and the Foreign Affairs Manual, and introduces the student to the basic principles and procedures of consular work. The visa and passport courses each have three SIGs followed by an examination. The OCS course has seven SIGs with an examination after the second, fifth, and last SIG. The final examination of each course has review questions covering the full course.

ADVANCED CONSULAR COURSE (C105) (3 weeks)

This course gives mid-career consular officers an introduction to policy and decision making processes of the Department of State and of other government agencies with consular-related responsibilities. The Immigration and Naturalization Service is invited to enroll two of their mid-career officers with each class. Participants are given the opportunity to discuss issues with senior government officials and to gain insights that should prove valuable when they themselves reach program direction positions. The course includes a concentrated management seminar designed to equip the consular officer with skills indispensable in senior supervisory positions.

Depending on budget constraints, there are two to four classes per fiscal year. Officers interested in attending should consult their supervisors and career development officers.

CONSULAR EMPLOYEES' PROFESSIONAL SEMINAR (C106) (2 weeks)

Modeled after the Advanced Consular Course, the Employees' Professional Seminar is for Foreign Service national employees occupying senior, full-time positions in consular offices worldwide. The course gives participants an analytic and interpretive view of the consular function from the perspective of the Department of State and other agencies with consular-related responsibilities. The program has two main purposes: to expose employees to the Washington side of the U.S. Government, and to exchange information and discuss problems of concern to participants.

The benefits to the posts are many; in a broad context, the employees view consular work in its widest spectrum, thereby raising their ability to apply its principles to the policy and bilateral implications of the work they do. Because participants explore all consular functions, a side benefit is enhancement of post cross-training programs.

In consultation with the Bureau of Consular Affairs, FSI invites posts to nominate participants who meet certain criteria. Nominees are selected from those who most closely meet the criteria.

ECONOMIC & COMMERCIAL TRAININGADVANCED ECONOMIC REVIEW SEMINAR (E101) (5 weeks)

This course is required for Officers assigned to mid-career university training for graduate study in economics, business, or systems analysis and, with the consent of the instructor, may be taken by other Foreign Service and Civil Service personnel.

Instruction is designed to prepare the Officers for economic theory and quantitative methods courses at the graduate level. The mathematics component presents the elements of calculus and matrix algebra likely to be required in graduate economic theory courses as well as a brief review of statistical inference. The economic component develops the applications of these mathematical techniques to macro and micro theory.

FOREIGN SERVICE ECONOMIC AND COMMERCIAL STUDIES PROGRAM (E106) (26 weeks)

The Foreign Service Economic and Commercial Studies Program is an intensive and comprehensive program of economic training designed to give participants the equivalent of a strong undergraduate major in economics with additional professional instruction in commercial subjects. Participants are carefully selected on the basis of demonstrated ability to do mature academic work, on the basis of their record in the Foreign Service or other government agency, on their motivation and on their past academic performance. No prior economic knowledge or training is required. The program is intended for E/C Officers and others who desire several economic and commercial assignments and is designed to qualify the participants to fill a broad range of economic/commercial positions in the field and in Washington.

The program aims to develop the analytic framework necessary to do sound economic analysis and the factual/institutional knowledge necessary to translate the analysis into policy. While the six month program is formally divided into twelve tested and graded courses, as well as other nontested areas of study, it is unified by the flow of the material from the theoretical to the applied and by the conscious repetitive reinforcement of basic economic and statistical principles. As a rule the material of one course flows into and becomes a part of subsequent courses. Mathematics and statistics, as well as the computer, are used to provide the quantitative dimension of economic analysis.

The tested and graded portion of the program consists of micro economic theory, macro economic theory and national income accounting, mathematics (algebra, matrix algebra and calculus), public finance, statistics, international trade, money and banking, international finance, econometrics, international business, corporate finance, and economic growth and development. To these are added lectures on history of economic thought, computer programming, topics in applied econometrics, and comparative economic systems.

SENIOR TRADE EXPANSION SEMINAR (E112) (3 days)

The Senior Trade Expansion Seminar is designed to acquaint Officers with program direction responsibility to the importance of international trade in the U.S. International Balance of Payments and its relationship to U.S. foreign policy. The role of the commercial function in supporting foreign and domestic policy objectives is discussed by speakers from the Departments of State and Commerce and the private sector.

The Senior Trade Expansion Seminar is required for Officers assigned to senior training at the National Defense University and should be taken by FE-01s and FE-02s soon to be assigned overseas.

CONTEMPORARY ECONOMICS AND QUANTITATIVE ANALYSIS (E122) (5 weeks)

This course is required for Officers assigned to mid-career university training in areas other than economics, business, or systems analysis and may be taken by other Foreign Service and Civil Service Personnel interested in its contents.

The purpose of the course is to prepare students for the increased quantitative and analytical material they will encounter in social science departments, and to provide the economic and other tools necessary to understand domestic and international political and economic policy questions. The course requires little or no background in economics or math and is designed to provide the economic literacy and background which should be known to any diplomat regardless of functional specialty. The quantitative portion of the course provides a review of algebra, functions, graphs, and an introduction to statistics and statistical methods.

INFORMATION SYSTEMS MANAGER TRAINING (S103) (3 weeks)

This course prepares an individual to serve as Systems Manager for an overseas installation of Wang VS minicomputer. The course assumes that the participants 1) may have little or no prior experience in data or word processing; 2) has to operate and manage a sophisticated system with no direct technical supervision; and 3) must work with many levels and types of personnel. Therefore, the course is designed to provide the participant with 1) a general background in data processing, word processing, applications/software and procedures; 2) practical experience in carrying out systems manager tasks; 3) interpersonal relations skills necessary to work with all levels of personnel at post to effectively promote the use of the technology; and 4) confidence in being able to work from system or application documentation to solve problems. The course depends heavily on practical exercises, simulation of problems system managers encounter, and case studies. Priority for admission to this course goes to those serving as or to be assigned as a Systems Manager for an overseas computer installation.

EXECUTIVE DEVELOPMENTADVANCED TELEVISION WORKSHOP (T114) (3 days)

This three-day workshop for senior officers is designed to enrich and strengthen the capacity to inform the public of official positions on foreign policy matters. The focus is on public speaking in the television context. Participants receive individualized attention.

DEPUTY CHIEFS OF MISSION SEMINAR (G115) (9 days)

This off-site seminar addresses the unique management responsibilities of the Deputy Chief of Mission through case study discussions, simulations, readings, films and guest speakers. Special attention is given to the importance of interagency coordination overseas.

EXECUTIVE PERFORMANCE SEMINAR (G104) (5 days)

The Executive Performance Seminar is an off-site course for mid-career professionals. It is designed to help participants manage themselves more effectively as well as work more productively with peers, subordinates, and supervisors. The Seminar defines some essential management skills and provides opportunities for participants to practice them using case studies, exercises, audio-visual techniques, films and readings. Seminar materials are related to posts abroad and the Department.

INSPECTORS' MANAGEMENT TRAINING (G118) (5 days)

This seminar is designed to enhance Foreign Service Inspectors' capacities to evaluate managerial performance in the field and State Department and to provide information on management skills and techniques.

INSPECTORS' TRAINING SEMINAR (G125) (2 days)

This course deals with specific aspects of the inspector process such as problem solving; inspection planning and control; fact gathering and interviewing; and analyzing data.

OVERSEAS SUPERVISORY WORKSHOP (G126) (5 days)

This workshop stresses the development of supervisory skills for officers in the field. Participants are selected from all administrative and consular specialities, FO/P 3-5 and equivalent ranks. Through in-basket exercises, group discussions, cases, role plays, self assessment tools and readings, the workshop addresses management and behavior; problem solving; communication; coaching, counselling and listening; job training; performance appraisal; time and project management and career planning in a Foreign Service context.

PROGRAM DIRECTORS' MANAGEMENT SEMINAR (G122) (3 days)

This seminar uses readings, case studies, discussions, speakers and exercises to further develop participants' management skills from a program direction perspective. It is designed for senior officers who have been in their jobs six months or less.

SUPERVISORY STUDIES SEMINAR (G108) (5 days)

The Supervisory Studies Seminar is an off-site course for employees who are or will be supervisors for the first time. It is designed to develop communication and performance evaluation skills as well as an understanding of human motivation. The role of equal employment opportunity in effective supervision is also considered. Cases, films, role plays, group exercises and discussion, readings and audio-visual techniques are used. The Seminar emphasizes problem solving.

EXECUTIVE EEO SEMINAR (A413) (1 day)

This course is designed for managers and supervisors throughout the Department and ICA. Through a series of discussions, audio-visual presentations and practical assignments the participants are made aware of their responsibilities under the various federal statutes and Presidential orders. Affirmative action is stressed and techniques for accomplishing it are demonstrated.

SENIOR EXECUTIVE TRAINING (G129) (5 weeks)

The Senior Executive Training Course is a new training course for officers who are appointed to the Senior Foreign Service or the Senior Executive Service or who are approaching eligibility for entering the Senior Foreign Service and the Senior Executive Service in the Department of State. The course is designed to enhance and broaden the officers' qualifications for senior levels of responsibility in the Department. It will provide skills and expert knowledge, including managerial skills, required by senior federal executives.

The five week program is conducted in two segments. The initial segment of three weeks will provide executive management training. It will be held at the Federal Executive Institute in Charlottesville, Virginia. The second two week segment will provide a thorough understanding of the foreign policy decision making process. It will be conducted at the Foreign Service Institute in Rosslyn, Virginia.

POLITICAL TRAININGFOREIGN AFFAIRS INTERDEPARTMENTAL SEMINAR (G119) (2 weeks)

An intensive exposure to major issues involved in the formulations, coordination, and execution of U.S. foreign policy. Emphasis is placed on current foreign and national security problems, domestic factors affecting policy, and such critical international issues as food, population and energy. Special attention is also given to the North-South dialogue.

The plenary sessions focus on broad policy problems and their interdependence. Regional study groups provide participants an opportunity to examine issues peculiar to major geographic areas of the world, and to discuss the manner in which the U.S. Government coordinates and implements its policy in these areas.

The seminar draws its speakers and discussion leaders from the Government, foreign embassies, universities, and the business world. All speakers are recognized authorities in their fields by virtue of official position, extensive experience, or scholarly work. The interdepartmental nature of the seminar and the intimacy of the smaller regional study groups allow the participants to gain an appreciation of the viewpoints of the other Government agencies and the role each agency plays in foreign policymaking and execution.

Officers of U.S. Government agencies directly or peripherally involved in foreign affairs are eligible. Preference is given to those with the rank of FO/P-2 or above, or the military or civil service equivalent (Lt. Colonel, Commander, GS-13, or above). However, an officer of lower rank may be enrolled on an exception-to-policy basis if the sponsoring agency affirms that the seminar will be beneficial to the participant in a current or projected assignment.

INTELLIGENCE AND FOREIGN POLICY (P104) (1 week)

An intensive exposure to the field of intelligence and to the structure and functions of the intelligence community. The contents of the course are highly classified. Lecturers are drawn from the academic and intelligence communities and includes non-governmental authorities on the intelligence function. The course includes visits to CIA and DIA.

NEGOTIATION ART & SKILLS (P106) (1 week)

This is a course designed to provide the participant with an in-depth opportunity to increase their proficiency in the techniques of negotiation. Using both bilateral and multilateral models, participants engage actively in simulation exercises in which they reinforce their knowledge of negotiating skills. Speakers and discussion leaders include experienced negotiators from both government and non-government areas.

NATIONAL SECURITY AND ARMS CONTROL (P107) (1 week)

This one-week course provides a more sophisticated understanding of arms control theory and practice for the foreign affairs or military professional. It examines how arms control fits into the broader spectrum of national security issues; the forces and capabilities which constitute the coin of trade-offs; the military, political, and security issues which affect negotiations; and the structure of the arms control community and how it arrives at decisions.

EXECUTIVE CONGRESSIONAL RELATIONS (P118) (1 week)

A look at the current leadership and organization of Congress, the views on Capitol Hill on the role of Congress in Foreign Policy, and the Foreign Policy issues currently of most concern to Congress. *All Five days are conducted on Capitol Hill. Speakers include members of Congress, staff aides, knowledgeable State Department officials, and noted scholars.

ANALYTIC REPORTING SKILLS (P129) (2 weeks)

This workshop offers junior and mid-level officers practice in modern analytic methods useful in Foreign Service political and economic reporting assignments. The workshop is designed primarily for officers preparing for or seeking initial full-time reporting assignments abroad but should be useful also to new Washington-based desk officers or more experienced mid-level officers wishing to review skills acquired previously. Materials used in the course are drawn from actual field reporting and form the basis for much of the discussion, exercises, and case studies used in the program.

SCIENCE SYMPOSIUM (U114) (1 day)

Short issue-focussed workshops are designed to discuss in some depth single international S & T issues of current or potential concern to U.S. foreign affairs agencies and creatively to explore actual policy options in an exercise mode.

ORIENTATIONORIENTATION PROGRAM FOR FOREIGN SERVICE OFFICERS (G103) (6 weeks, 3 days)

This program provides the initial introduction to the Foreign Service for all incoming Career Candidates and many mid-level officers. Attendance is mandatory for all Career Candidates. Foreign Service Information Officers of the U.S. International Communication Agency also participate in the course prior to their first overseas assignment.

The emphasis of the course is on orientation to the Foreign Service rather than specific job training. The program provides an introduction to the Service, to the related foreign affairs agencies of the U.S. Government, and to the role and responsibilities of a Foreign Service Officer. Through lectures, exercises and case studies, participants are introduced to the specific skills required of new officers, including the specialized writing needs of the Service, interpersonal skills, management, negotiation, and cross-cultural awareness.

THE DEPARTMENTAL OFFICER ORIENTATION PROGRAM (N105) (2 days)

This is a two-day orientation program which introduces new Departmental officer appointees to the organization and functions of the Department, its relationship with our overseas missions, and its role in the formulation of foreign policy. An administrative segment includes a one-day security program and an explanation of the Department's personnel system.

ORIENTATION PROGRAM FOR FOREIGN SERVICE PERSONNEL (N106) (1 week)

This one-week program is designed to introduce newly appointed Foreign Service Staff to the structure and functions of the Department and the Foreign Service prior to their initial overseas assignments. In addition to a one-day security program, participants receive a thorough introduction to the Foreign Service personnel system, plus segments on cross-cultural awareness and working and living abroad.

FOREIGN SERVICE SECRETARIAL TRAINING (K102) (6 days)

This course is designed to provide Foreign Service secretarial personnel through a series of simulated office experiences with training specifically related to the clerical activities of the Foreign Service. It emphasizes the procedures and practices of Foreign Service Correspondence and other forms of overseas communications. Also included is a briefing and tour of the Department's Operations Center and a lecture on the diplomatic mail and pouch service. Also see a/

DEPARTMENTAL CLERICAL ORIENTATION (N104) (5 days)

This course is designed to introduce Civil Service clerical personnel through a series of simulated office experiences with the professional and technical tools of a clerical position. It emphasizes office procedures and methods, security regulations, correspondence and communications forms and formats, such as vouchers, telegrams, airgrams, memoranda, letters and the mail system. Also see b/

FIRST-TIME AMBASSADOR'S SECRETARY'S BRIEFING (K127) (4 hours)

A programmed self-paced instructional 4-hour briefing for Foreign Service secretaries assuming duties in an Ambassador's office for the first time--career or political assignment. The briefing, conducted and monitored by a Foreign Service staff member, covers the many details that need special attention in the Ambassador's office, such as social calendars, daily schedules, appointments, arrival of an Ambassador at post, guest lists, protocol, resident management, etc. Cassettes and slides are available for overseas distribution upon request.

COMMUNICATION & CLERICAL SKILLSOCR (OPTICAL CHARACTER RECOGNITION) TELEGRAM PREPARATION WORKSHOP (K105) (4 hours)

The central objective of this course is to provide training in OCR telegram preparation to enable employees to prepare telegrams more efficiently in the format necessary for transmission by the Communications Center. Training may be scheduled on an individual basis using programmed self-paced instructional techniques. Also see b/

THE ART OF DICTATION WORKSHOP (K115) (4 hours)

This workshop is scheduled for managers who are interested in either learning or improving their skill in using dictating equipment or dictating directly to the stenographer. A variety of types of dictating units are available for use, and stenographers are also available to work with the participants. Upon completion of the workshop, participants should have gained skill in the efficient and effective use of dictating machines and in giving dictation to a stenographer. The skillful use of dictating units has become an integral part of the total word-processing system in management. Training may be scheduled for a group session or on an individual basis using programmed self-paced instructional systems. Also see c/

THE ART OF MACHINE TRANSCRIPTION WORKSHOP (K116) (4 hours)

This workshop is scheduled in the afternoon following the morning session of The Art of Dictation, K115, for managers. The workshop provides an opportunity for secretaries and stenographers to learn the techniques and skills of transcribing both from machines and from stenographic notes, materials from a variety of dictators. Upon completion of the workshop, the participant should be familiar with a variety of types of dictating units, styles of dictation, and should be able to transcribe accurately and rapidly producing perfect and mailable copy. Training may be scheduled for a group session or on an individual basis using programmed self-paced instructional systems. Also see b/

a/ Foreign Service Secretarial Briefings (Self-paced instructor monitored briefings scheduled on individual basis) (4 hours each segment)

b/ Departmental Secretarial Briefings (Self-paced instructor monitored briefings scheduled on individual basis) (4 hours each segment)

c/ Workshops for Managers

WORKSHOP IN THE PREPARATION OF TRAVEL VOUCHERS (K126) (4 hours)

This four-hour workshop is available to secretaries, stenographers, typists, and other personnel who wish to develop "expertise" in the correct procedures for preparing vouchers for prompt processing. The instruction covers the "how to's" of voucher preparation and is scheduled on an individual basis using programmed self-paced instructional techniques. Also see a/

TELEPHONE TECHNIQUES (M111) (4 hours)

This course will offer guidelines and help build skill in the techniques of communicating successfully over the telephone and in assisting callers and expediting calls correctly and courteously. A number of learning tools will be used, including written exercise, films, role plays, video tape recordings and group evaluation.

PROOFREADING TECHNIQUES WORKSHOP (M113) (3 hours)

This three-hour workshop is based on the theory that good proofreading requires the same skills as good writing or good typing--skills in reading, spelling, grammar, punctuation, and preparing copy. Techniques for reading to locate "letter reversals", "repeated letters", "letter omissions", "reading for content", "scanning", etc. are some techniques covered in the three hour workshop.

BASIC OFFICE SKILLS AND TECHNIQUES WORKSHOP (K101) (12 days - 24 hours)

This is a 24-hour course designed to introduce clerical employees to the basic techniques, skills, and characteristics necessary for efficient office production and operation. Emphasis through class projects and participation is on the "how to's": how to develop an office personality, to follow and give instructions, to listen, to greet callers, to handle the telephone and to organize work. Major consideration is also given to the nature of skill in inter-personal relations, personality, personal efficiency and human behavior as they relate to work climate and productivity.

MANAGEMENT SKILLS SEMINAR FOR SECRETARIES (K104) (off-site, 2 1/2 days)

The seminar is designed to help secretaries to learn and utilize organizational and office management skills, to examine and practice human relations techniques that will enable them to be more effective team members, and to analyze their personal strengths as they relate to their present job performances and to future goals. Enrollment, based upon nomination, is only open to Department of State Civil Service secretaries, GS-7 and above, and Foreign Service secretaries at all levels and is limited to 20. All applications for enrollment, therefore, should be accompanied by a strong recommendation from the supervisor.

FUNDAMENTALS OF SPEECH (M101) (24 Hours)

This is a basic course designed to assist the participant at any grade level to gain increased poise, self-confidence, and a positive self-image through effective use of the voice and body language in oral communication. Whether one is communicating on a person-to-person conversational level, or in a group participation such as a committee leader or member, how one expresses him or herself, can often determine the success or failure of "the interview," "the new position," "the promotion," or the impression made on a supervisor or a co-worker. Individual video (TV) recordings and playback which allow for immediate critique and evaluation are major features of the instructional technique.

- a/ Foreign Service Secretarial Briefings (Self-paced instructor monitored briefings scheduled on individual basis) (4 hours each segment)
- b/ Departmental Secretarial Briefings (Self-paced instructor monitored briefings scheduled on individual basis) (4 hours each segment)
- c/ Workshops for Managers

HUMAN RELATIONS AND SECRETARIAL OFFICE PROCEDURES (K114) (8 days - 24 hours)

This workshop is designed for secretaries and stenographers at the GS-6 (FP equivalent classes) and above levels who at present have office-manager type responsibilities, or for those exhibiting or expressing interest in assuming such responsibilities. The workshop is concerned with helping the secretary to identify and cope with the human aspects of the position while at the same time maintaining or increasing the high level of production in the office. Specific areas of concentration include: determining how the secretary perceives his or her personality, ability, and career goals; how the secretary relates to people at all levels; identifying games people play; and how to cope with identifiable human relations problems; and reviewing or learning clerical skills and techniques. Role-playing (video taped), work projects, and lecture-discussion constitute some of the instructional techniques.

BEGINNING STENOGRAPHY (LABORATORY) (K119) (9 weeks - 72 hours)

This course is designed as a self-paced instructor-monitored learning system for clerical employees who have minimal or no shorthand skill. The Gregg Diamond Jubilee system of shorthand is taught. Through the use of the individualized self-paced instructor-monitored system, each participant progresses from one level to the next as he or she can complete the requirements to advance. Satisfactory completion of the course is mastery of the basic shorthand theory as demonstrated through the ability to read notes fluently and to take dictation of practiced material at a minimum rate of 60 words a minute for three minutes and transcribe with 95% accuracy.

INTERMEDIATE STENOGRAPHY (LABORATORY) (K120) (9 weeks - 72 hours)

This course is designed as a self-paced instructor-monitored learning system for clerical employees who have completed the requirements of Beginning Stenography (or equivalent) and have not achieved Civil Service Certification as a stenographer, or for those employees who have achieved certification but need a refresher course in basic shorthand theory and writing. Satisfactory completion of the course is the ability to read notes fluently, to take dictation of unpracticed material at a minimum of 70 words a minute, and to transcribe copy that reflects the most exacting office standards of correct grammar, spelling, punctuation and word usage. Progress and skill development is rapid through the use of an individualized self-paced instructor-monitored system of training. (More than 50% of the participants qualify for Civil Service certification of 80 words a minute and above.)

ADVANCED STENOGRAPHY (Laboratory) (K121) (9 weeks - 72 hours)

This course is designed as a self-paced instructor-monitored learning system for clerical employees who have a knowledge of shorthand and whose jobs require stenography and who, by upgrading their skills, could become more productive in their present jobs or would be eligible to move into other positions requiring notetaking skills. Emphasis is given to developing high rates of speed and accuracy in transcription and to the development of shorthand vocabularies related to the work of the Department of State and other Foreign Affairs agencies. Particular emphasis is given to correct use of grammar, punctuation, efficient use of references, and "making sense". Training may be scheduled on an individual basis using programmed self-paced instructional techniques. Also see a/

BEGINNING TYPEWRITING AND KEYBOARDING (LABORATORY) (K122) (9 weeks - 72 hours)

This course is designed for highly motivated employees whose present and/or future work requirements include either or both of the following objectives: (1) Civil Service Certification for typewriting--a minimum of 40 words per minute with no more than three errors; (2) mastery of the keyboard and competency in the keyboarding techniques for word processing operators--a minimum of 30 words per minute with no errors on five-minute timed writings. This is a new approach to developing typewriting skill through an individualized self-paced instructor-monitored system. Emphasis, in addition to developing typing skill, will also be on correct principles of English usage including punctuation, hyphenation, numbers, and government style formatting.

INTERMEDIATE TYPEWRITING (LABORATORY) (K123) (9 weeks - 72 hours)

This course is designed for participants who have completed beginning typewriting, or the equivalent (typing speed at less than 40 wam), to enable them to gain office production skill typewriting. In addition, any technique difficulties are remedied, and concentration is directed toward the production of manuscripts, correspondence, and forms in accordance with State Department standards. It is conducted on a self-paced instructor-monitored system through which the participant may progress as rapidly as possible depending upon application and ability. Participants in beginning typewriting are also working in the laboratory at the same time. Upon completion of the course, participants should type more than 40 wam and qualify for Civil Service Certification. They should also be able to produce perfect and mailable copy at acceptable office standards.

WORKSHOP FOR SPEED AND ACCURACY (formerly INTERMEDIATE TYPEWRITING) (K128) (40 hours)

This course is designed for typists who must develop more accuracy and speed in order to meet the demands of their present or future assignments. The opportunity to achieve this objective is provided under the guidance of the famed world typing champion, Cortez W. Peters, Jr. In a recently released text, The Cortez Peters Championship Typing Drills (published by McGraw-Hill, Inc.), his techniques used in reaching and retaining the Championship (speeds of from 150 to 200 words a minute--error free) are written out for the first time.

MANAGING WORDS (WORD PROCESSING TECHNIQUES) (K103) (4 hours)

This course is intended to give Foreign Service secretaries and Departmental Clerical employees an introduction to Word Processing and its concepts as: (1) an office management tool; (2) a process that utilizes automated equipment in the production of written communications and other office tasks; (3) a system of handling office tasks; (4) a changing tradition of secretarial roles; and (5) limited hands-on experience covering: (a) overview, (b) operation, and (c) printing in the processing of a minimum of two exercises. A four-day self-paced instructor-monitored course will be available on a limited basis Department-wide late in Fiscal year 1984. Also see a/

a/ Foreign Service Secretarial Briefings (Self-paced instructor monitored briefings scheduled on individual basis) (4 hours each segment)

b/ Departmental Secretarial Briefings (Self-paced instructor monitored briefings scheduled on individual basis) (4 hours each segment)

c/ Workshops for Managers

"HOW TO COMMUNICATE BY LETTER AND MEMO" FOR SECRETARIES (K113) (10 days - 30 hours)

This course is designed to assist secretaries to develop further the art of written communication in the two forms for which secretaries in business and Government should be expected to assume increasing responsibility - letters and memoranda. Emphasis in the course is on the "how to's". By employing techniques of class discussion, on-the-spot writing assignments, review and analysis of writing techniques, drafting and writing final copy, upon completion of the course the secretary should be able to handle, independent of dictation, the bulk of the general correspondence in the office.

ENGLISH AND COMMUNICATION SKILLS (K125) (6 weeks - 30 hours)

This course is designed to follow up and expand the basic principles and skills in the use of correct grammatical construction, word usage, punctuation, and vocabulary development covered in Speech and Oral Communications, M110, or an equivalent course. In addition, emphasis is given to the development of writing skills for drafting of general office correspondence including memoranda and brief and long reports of varying complexity.

READING DEVELOPMENT SKILLS (M103) (20 hours)

This 20-hour Rapid Reading course is conducted by JEAN HILL ASSOCIATES, INC., and is designed to: increase reading speed three to five times; improve concentration and retention of what is read, identify the four levels of reading, and develop variable reading speeds for the different kinds of materials to be read. It is offered primarily for participants in grade levels of FO-5 and above or GS equivalent, although participants at any grade level may enroll.

READING DYNAMICS (READING DEVELOPMENT SKILLS) (M114) (20 Hours)

This course in Speed Reading is conducted by EVELYN WOOD READING DYNAMICS, and is based on the principle that the skill of comprehension must be increased before one can qualify as a faster learner/reader. The ability to understand what is read, in shorter periods of time, is what speed learning attempts to teach. The method and content, therefore, are designed to help participants achieve increased comprehension, reading rate, flexibility, recall, and retention in all types of reading material. It is offered primarily for participants in GS-4 through GS-9, or FP equivalent grades, although participants at any level may enroll.

FUNDAMENTALS OF WRITING (FOR GOVERNMENT) (M108) (5 weeks - 20 hours)

This is an introductory course for beginning drafters who have good to excellent fundamental English skills, but little experience in drafting for Government and/or the signatures of others. Attention is directed to drafting memoranda, letters, and briefing reports and technical reports requiring research. Out-of-class assignments are made, and considerable classroom participation (drafting and critiquing) is expected. Upon notification of admission, applicants must submit three writing samples of unclassified correspondence or reports for the area in which he or she is assigned.

SPEECH AND ORAL COMMUNICATION (M110) (6 weeks - 30 hours)

This is a newly designed 30-hour innovative and successfully tested course to increase proficiency in correct oral and written English usage through establishing correct patterns of oral responses. The course is available to clerical employees whose career advancement is often impeded by their manner of speaking. Having improved their spoken English, they should be able to function more effectively in their present jobs.

ADVANCED WRITING FOR SENIOR MANAGERS (M104) (6 days - 22 hours)

This is an advanced writing seminar designed for senior officers whose responsibilities include the drafting of briefing papers, technical reports, and other forms of high-level written communication. The seminar emphasizes the general principles that apply to all good drafting, gives special emphasis to the development of guidelines that are pertinent to the solution of many special problems encountered in writing on technical subjects. A professional writing consultant conducts this course. In addition to twelve hours of group sessions, each participant is scheduled for a one-hour private session to work with the consultant to review and analyze any specific individual needs. Class enrollment is limited to 10 participants at ranks of FO-4 thru FO-1, or Civil Service grade equivalents. Enrollment is accepted on a first-come, first-served basis. Upon notification of admission, applicants must submit three writing samples of unclassified correspondence or reports for the area in which he or she is assigned.

EFFECTIVE ORAL COMMUNICATION FOR MANAGERS (M105) (5 days - 15 hours)

This is an intensive seminar designed for mid- and senior-level officers to improve oral communication. Principles and theories and physical and psychological techniques employed in effective oral communication are explored and practiced. These theories and techniques are tested through informal and formal impromptu person-to-person situations, through preparation and presentation of lectures to small and large groups, and through media encounters, such as radio and television appearances. Extensive use is made of video taping and on-the-spot critiquing by means of instant replay as training and evaluation tools.

EFFECTIVE WRITING FOR MANAGERS (M109) (5 weeks - 20 hours)

This is an advanced writing course in which participants study examples of good and poor writing, edit correspondence, and perform writing exercises. Typical areas covered in the course include: barriers to communication, audience analysis, brevity, clarity, economy, style, advanced mechanics, word choice, pace, "noise", abstracts, titles, and logic. Upon notification of admission, applicants must submit three writing samples of unclassified correspondence or reports for the area in which he or she is assigned.

NOTETAKING FOR MANAGERS (M106) (14 hours) (individual and group)

This is an innovative system of notetaking designed for persons wishing to acquire with a limited period of time a skill for recording verbatim notes. It is not the traditional shorthand course, although the system is based on many of the principles and techniques of traditional shorthand. The system is based on the twenty-six letters of the English alphabet. The instructional method used is a combination of programmed and individualized instruction. Upon completion of the course, a participant should have mastered the fundamentals of the system and be able to take notes within a range of 40 to 60 wpm, depending upon individual application and ability. Also see c/

- a/ Foreign Service Secretarial Briefings (Self-paced instructor monitored briefings scheduled on individual basis) (4 hours each segment)
- b/ Departmental Secretarial Briefings (Self-paced instructor monitored briefings scheduled on individual basis) (4 hours each segment)
- c/ Workshop for Managers

AREA STUDIESINTRODUCTORY AREA STUDIES (R101-109) (2 weeks)

Two-week courses are offered for each of the major regions of the world:

- Africa, Sub-Sahara
- East Asia
- Western Europe
- Eastern Europe and the USSR
- Latin America
- Near East and North Africa
- South Asia
- Southeast Asia
- People's Republic of China

Under the leadership of a chairperson, these courses deal with the historical background of the particular region and its principal countries, significant cultural factors, the political and economic systems and institutions, and analysis of some of the major contemporary problems of the area, as well as the U.S. posture toward the region. Discussion is guided by a balanced mix of speakers, including well-known representatives of the American academic community, the business world, the foreign diplomatic community resident in Washington, and the U.S. Government. The courses are designed for all persons who will be assigned to an area for the first time or are returning after a prolonged absence, and for those on domestic assignment seeking to familiarize themselves with an area or to update their area understanding.

ADVANCED AREA STUDIES

Advanced area studies are offered concurrently with all full-time language courses and are integrated with those courses. Designed to enable government personnel to perform more effectively in their jobs, and to furnish a basis for on-going self-study, the courses provide intensive exposure to major issues in the context of the political, economic and social systems as well as the culture and foreign policy of specific foreign countries or sub-regions. The courses are conducted by recognized specialists from the government or academic communities, who also draw on experts in and out of the government, including universities, business, and foreign embassies in Washington. The courses are organized as seminars with active student participation encouraged.

For the course schedule see "Intensive Language/Area Training" under the School of Language Studies.

OVERSEAS BRIEFING CENTERRESERVE LIBRARY

This facility provides foreign affairs personnel and families with information on their future posts and countries of assignment. In addition to post reports and other printed materials, it provides slides and videotapes on schools, recreation, living quarters, working conditions, shopping, administrative matters, and the general cultural environment. The library also offers audio and video tapes of certain workshops and symposia covering a variety of community concerns overseas. Hours are 11:00 to 4:00, weekdays. No appointment is necessary.

WORKSHOP FOR FOREIGN SERVICE FAMILIES (R-143) (2 weeks)

This program covers various aspects of American studies, cross-cultural communication, and techniques for adapting to life overseas. Participants make use of lectures, films, group discussions and simulations to gain new perspectives on political, social, and artistic change in the United States and share insights into intercultural adjustment. Sessions cover such topics as culture shock, health, and career planning for family members. Lecturers are specialists from government agencies, universities, and other organizations.

GOING OVERSEAS (R-144) (1 day or evening)

This program provides group discussion and simulations to identify techniques for dealing with the stress connected to an overseas move. Content is directed toward skills in communication, planning, and becoming established in the new community abroad. The program is open to couples, singles and families with children and is offered on Saturdays and week nights.

RE-ENTRY (R-144) (1 day or evening)

This program is designed for singles, couples and families who have returned recently from an overseas assignment and must adjust to stateside living. Participants explore the stress connected to taking on new roles and entering new jobs and schools. As a group, they evolve techniques for making this transition. The program is offered on Saturdays and week nights.

COMMUNITY SKILLS (R144) (1 week)

This program provides practical information in the broad area of community concerns abroad. Participants explore issues of family adjustment, including that of children and teenagers, problems of alcohol and drug abuse, terrorism and evacuation. Special segments are devoted to creating community action groups; and participants engage in exercises to develop listening and interviewing skills. The workshop is recommended for potential Family Liaison Officers.

CAREER COUNSELING (R-144) (4 half days)

Frequent moves make career development difficult for members of foreign affairs families. Nevertheless, careful planning to identify one's talents and interests and to select goal-related volunteer work where paid employment is prohibited, may facilitate accomplishing career objectives. The workshop covers needs assessment, resume writing, interviewing and the domestic and overseas job markets.

ENGLISH TEACHING SEMINAR (R-146) (1 week, half days)

This program, conducted by the English Teaching Division of USICA, introduces materials and methods for teaching English as a foreign language. Previous teaching experience is not required. The course is useful to anyone expecting an assignment abroad and hoping to be involved in either a formal teaching position or informal instruction in a home setting.

REGULATIONS, ALLOWANCES AND FINANCES IN THE FOREIGN SERVICE CONTEXT
(R-144) (3 days)

Participants in this program work with State Department experts in interpreting allowances, services and benefits. A financial planner briefs the group on such topics as savings plans, investments, retirement and estate planning. A lawyer, tax expert, and credit union representative discuss the uses of a power of attorney, the definition of a legal residence and the establishment of credit ratings, and experienced foreign service spouses lead group discussions on specific aspects of contingency planning.

INTENSIVE LANGUAGE/AREA TRAINING

This training is a full time assignment for the full number of weeks scheduled. See page iii for Special Procedures related to admissions to these classes. FSI does not specify proficiency objectives for these courses since there are many factors producing variation in student performance. FSI does, however, have experience tables which can help those making assignments estimate whether the prospective training has a good chance of meeting agency objectives. Assignment officers are encouraged to consult FSI on recommended lengths of training for individual applicants who have some prior knowledge of the language.

An Advanced Area/Country Study Program, which is an integral part of all language courses of Group A (below) is offered by the School of Area Studies concurrently with language study. (No separate DS-755 is required.) In addition, a two week intensive seminar on the appropriate region is offered before the start of language training. These seminars are especially recommended for those who will receive 24 weeks or less of language/advanced area training and who have not had recent experience in the region to which they are assigned. (Separate DS-755 is required for these seminars.)

This year the schedules have been adjusted so that a two-week area studies course immediately precedes or follows almost all FAST courses in Group B (below). All students enrolled in the FAST courses are urged to take these complementary area studies courses (Separate DS-755 is required for these seminars.)

a-h: Appropriate area training, coded as follows, begins 2 weeks prior to language date.

- a. Western Europe
- b. Eastern Europe and USSR
- c. Near East and North Africa
- d. Africa, Sub-Sahara
- e. South Asia
- f. Southeast Asia
- g. East Asia/People's Republic of China
- h. Latin America

Program	FY-1983												FY-1984						Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
A. <u>LANGUAGE AND ADVANCED AREA COURSES</u>																			
Afrikaans (AA)	7d	22d	6d	...	24 weeks	
Amharic (AC)	22d	24/44 weeks	
Arabic (Egyptian) (AE)	7*c	22c	6*c	...	24/44 weeks	
Arabic (Modern Standard) (AD)	22c	44 weeks	
Arabic (Western) (QW)	22c	24/44 weeks	
Arabic, Modern Standard (Advanced, in Tunis) (AD)	7	8	6	...	12/15 mos	

* From this starting date, 24 weeks only.

Program	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Length of Course
Bengali (BN)	7*e	22e	6*e	...	24/44 wks
Bulgarian (BU)	22b	24/44 wks
Burmese (BY)	22f	24/44 wks
Chinese (Standard) (CM)	7*g	22g	6*g	...	24/44 wks
Czech (CX)	22b	24/44 wks
Danish (DA)	7a	22a	6a	...	24 weeks
Dari (Afghan Persian) (PG)	7*e	22e	6*e	...	24/44 wks
Dutch (DU)	7a	22a	6a	...	24 weeks
Finnish (FJ)	22a	24/44 wks
French (FR)	18a cdf	29a cdf	...	10	7a cdf	7a cd	4	2 a cdf	27a cdf	25	22a cdf	19	17a cdf	14	12	9	6a cdf	5a cdf	20 weeks
German (GM)	...	29a	7a	7a	...	2a	27a	...	22a	...	17a	14	6a	...	20 weeks
Greek (GR)	*7a	22a	*6a	...	24/44 wks
Hebrew (HE)	22c	24/44 wks
Hindi (HJ)	22e	24/44 wks
Hungarian (HU)	22b	24/44 wks
Indonesian (JN)	7f	22f	6f	...	32 weeks

*From this starting date, 24 weeks only.

Program	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Length of Course
Italian (JT)	...	29a	7a	7a	...	2a	27a	...	22a	...	17a	14	6a	...	20 weeks
Japanese (JA)	*7g	22g	*6g	...	24/44 wks
Japanese (Advanced, in Yokohama) (JA)	7	8	6	...	12/15 mos
Korean (KP)	22g	24/44 wks
Korean (Advanced, in Seoul) (KP)	22	44 weeks
Lao (LC)	22f	24/44 wks
Norwegian (NR)	7a	22a	6a	...	24 weeks
Pilipino (TA)	7f	22f	6f	...	24/44 wks
Polish (PL)	*7b	22b	*6b	...	24/44 wks
Portuguese (PY)	...	29a dh	7a dh	7a dh	...	2a dh	27a dh	...	22a dh	...	17a dh	14	6a dh	...	24 weeks
Romanian (RQ)	7b	22b	6b	...	24 weeks
Russian (RU)	*7b	22b	*6b	...	24/47 wks
Serbo-Croatian (SC)	*7b	22b	*6b	...	24/44 wks
Spanish (QB)	18 ah	29a h	...	10	7a h	7a h	4	2ah 31	27 ah	25	22a h	19	17a h	14	12	9	6ah	5ah	20 weeks
Swahili (SW)	7d	22d	6d	...	24 weeks
Swedish (SY)	7a	22a	6a	...	24 weeks
Tagalog (See Pilipino)																			
Thai (TH)	*7f	22f	*6f	...	24/44 wks

* From this starting date, 24 weeks only.

Program	FY-1983											FY-1984						Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	
Turkish (TU)	*7c	22c	*6c	...	24/44 wks
Urdu (UR)	*7e	22e	*6e	...	24/44 wks

* From this starting date, 24 weeks only.

NOTE: With adequate notice FSI can often arrange 24-week classes at other times in the year in those languages scheduled only for an August start. Additionally, FSI has the capability of offering instruction with adequate lead time in the following languages if there is a requirement: Cebuano, Chinese (Cantonese), Farsi (Iranian Persian), Haitian Creole, Icelandic, Khmer (Cambodian), Malay, Nepali, Sinhala, Tamil, Ukrainian, Vietnamese.

Program	FY-1983											FY-1984						Length of Course	
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		Mar
B. <u>FAMILIARIZATION AND SHORT-TERM (FAST) COURSES</u>	[Courses will be scheduled at other times as requirements warrant.]																		
Arabic, Peninsula (Hijazi and Gulf) (QE-F)2c	27c	6 weeks	
Arabic, Egyptian and Levantine (QE-F)2c	27c	6 weeks	
Chinese (QM-F)	24g	27g	...	22g	9*	...	6 weeks	
French (Metrop.) (FR-S)	18a	29a	...	10*	7ac	7ac	4ac	2ac	27a	25a	22a	19*	17a	14a	12a	9*	6a	5a	10 weeks
	cdf	cdf			df	d	df	df	cdf	cdf	cdf		cdf	cdf	cdf		cdf	cd	
									31a										
									cdf										

* No Area Study available adjacent to these courses.

FY-1983

FY-1984

Program	FY-1983												FY-1984					Length of Course	
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		Mar
B. FAMILIARIZATION AND SHORT-TERM (FAST) COURSES (cont'd)																			
French (Sub-Sah.) (FR-S)	18a cdf	29a cdf	...	10*	7ac df	7ac df	4ac df	2ac df	27a cdf	25a cdf	22a cdf	19*	17a cdf	14a cdf	12a cdf	9*	6ac df	5ac d	10 weeks
German (GM-S)	...	29a	7a	2a	22a	...	17	6a	...	10 weeks
Indonesian/Malay (JN-F)	2f	6 weeks
Italian (JT-S)	...	29f	7f	2f	27f	17f	6f	...	10 weeks
Japanese (JA-F)	7g	...	2g	27g	5*	6 weeks
Polish (PL-F)	18b	2b	17b	6 weeks
Portuguese (L.A.) (PY-S)	...	29h	7h	2h	22h	...	17h	6h	...	10 weeks
Portuguese (Eur.) (PY-S)	...	29a	7a	2a	22h	...	17h	6h	...	10 weeks
Russian (RU-F)	7b	2b	17b	9*	6 weeks
Serbo-Croatian (SC-F)	2b	17b	6 weeks
Spanish (L.A.) (QB-S)	18h	29h	...	10*	7h	7h	4h	2h 31*	27h	25h	22h	19*	17*	14h	12h	9*	6h	5h	10 weeks
Spanish (Eur.) (QB-S)	18a	29a	...	10*	7a	7a	4a	2a 31a	27a	25a	22a	19*	17*	14a	12a	9*	6a	5a	10 weeks
Thai (TH-F)	2f	9*	6 weeks
Turkish (TU-F)	18c	27c	17c	6 weeks

*No Area Study available adjacent to these courses

Program	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Length of Course
<u>EARLY MORNING LANGUAGE CLASSES¹</u>																			
Chinese (Standard) (GM) ²	4	21	3	20	...	17 weeks
French (FR) ³	4	21	3	20	...	17 weeks
German (GM) ³	4	21	3	20	...	17 weeks
Italian (IT) ³	4	21	3	20	...	17 weeks
Portuguese (PY) ³	4	21	3	20	...	17 weeks
Russian (RU) ²	4	21	3	20	...	17 weeks
Spanish (QB) ³	4	21	3	20	...	17 weeks

¹ October 4, 1982 start ends February 11, 1983. February 21, 1983 start ends June 17, 1983. October 3, 1983 start ends February 10, 1984. February 20, 1984 start ends June 15, 1984.

² MLAT score of 60 or better or previous language experience required for beginners (see Early Morning Announcement for details).

³ MLAT score of 50 or better or previous language experience required for beginners.

FOREIGN SERVICE INSTITUTE

SCHEDULE OF COURSES
1983 - 1984

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Economic and Commercial Training	
Advanced Economic Review Seminar	
Foreign Service Economic/Commercial Studies	
Senior Trade Expansion Seminar	
Contemporary Economics and Quantitative Analysis	
Information Systems Manager Training	
Executive Development	
Advanced Television Workshop	
Deputy Chiefs of Mission	
Executive Performance Seminar	
Inspectors' Management Training	
Inspectors' Training Seminar	
Overseas Supervisory Workshop	
Program Directors' Management Seminar	
Supervisory Studies Seminar	
Senior Executive Training	
Executive EEO Seminar	

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Political Training

- Foreign Affairs Interdepartmental Seminar
- Intelligence & Foreign Policy
- Negotiation, Art & Skills
- Executive Congressional Relations
- Analytic Reporting Skills
- Science Symposium
- National Security and Arms Control

Orientation

- Orientation Program for Foreign Service Officers
- Orientation Program for Foreign Service Personnel
- Departmental Officer Orientation Program
- Foreign Service Secretarial Training
- Departmental Clerical Orientation
- First-Time Ambassador's Secretary's Briefing

Clerical Workshops

- Managing Words (Word Processing Techniques)
- OCR Telegram Preparation Workshop
- Art of Dictation Workshop
- Art of Machine Transcription
- Workshop in Preparation of Travel Vouchers
- Telephone Techniques Workshop
- Proofreading Techniques Workshop

Secretarial Skills

- Basic Office Skills and Techniques
- Management Skills Seminar for Secretaries
- Human Relations & Secretarial Office Procedures

Clerical Skills

- Stenography Laboratory
- Typewriting Laboratory
- Workshop for Speed and Accuracy

Communication Skills

- How to Communicate by Letter and Memo
- English and Communication Skills
- Reading Development Skills I
- Fundamentals of Writing (for Government)
- Speech and Oral Communication
- Reading Dynamics
- Fundamentals of Speech

Workshops for Managers

- Notetaking for Managers
- Advanced Writing for Senior Managers
- Effective Oral Communication for Managers
- Effective Writing for Managers

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School of Area Studies

Introductory Area Studies

- Africa, Sub-Sahara
- Western Europe
- People's Republic of China
- East Asia
- Eastern Europe & USSR
- Latin America
- Near East and North Africa
- South Asia
- Southeast Asia

Advanced Area Studies

Overseas Briefing Center

- Two-Week Family Workshop
- English Teaching Seminar
- Career Counseling Seminar
- Community Skills Seminar
- Regulations, Allowances & Finances in the Foreign Service
- Going Overseas Workshop
- Re-Entry Workshop

School of Language Studies

Extension Studies

Description of Courses

- Administrative Training
- Area Studies
- Communication and Clerical Skills
- Consular Training
- Economic and Commercial Training
- Executive Development
- Mid-Level Officer Professional Development Course
- Orientation
- Overseas Briefing Center
- Political Training

Admissions Policy*

Requests for training at the Foreign Service Institute should be made on a DS-755 or an OF-170. All training requests must reach the Office of the Registrar, Foreign Service Institute as early as possible in advance of the course, but not later than four working days prior to the beginning date of the course. A separate form must be submitted for each course. To extend the period of training, another form must be submitted to the Office of the Registrar. Questions regarding enrollment should be directed to the FSI Registrar's Office, 235-8727.

All DS-755's must reflect the following information:

1. Please type and complete all sections of the form. Show N/A in places that are not applicable. The grade, social security number, and date of birth are absolutely essential to the FSI Student Record System and must be included.
2. The course number, title, beginning date, and length of course are found in the FSI Schedule of Courses.
3. Section 5 of the DS-755 should show the parent or employing agency of the nominee, and not the agency to which the nominee may be temporarily assigned or detailed at the time of nomination.
4. For Section 6, if the nominee is a State Junior Foreign Service Officer and is under the jurisdiction of the Junior Officer Program Center (FSI/JOPC) please mark in the space provided. If there is a question regarding status of nominee, call 235-8796.
5. For Section 10, if proposed office or post of assignment is the same as the present, or is unknown, so indicate.
6. Section 11 should be used for nominees from agencies other than State.
7. Section 13 should be used for nominees from agencies other than State and can be found in the FSI Tuition Rate Schedule or by calling 235-8814.
8. For Section 15, a security clearance of Top Secret should be shown if nomination is made for a course of study requiring security clearance.

All OF-170's must reflect the above information in the appropriate spaces.

Cancellation and Withdrawal Procedures for FSI Courses

The Registrar's Office, Foreign Service Institute (235-8727) should be informed of any course cancellations no later than noon of the working day preceding the first day of the course.

To officially withdraw a student who has attended one or more sessions of a course, the appropriate training officer should notify the Office of the Registrar by phone immediately. In the case of paying agencies, the telephone request must be confirmed by a memorandum signed by the training officer, stating the reason for the withdrawal. Agencies will not be billed for a student whose withdrawal has been officially approved by the Foreign Service Institute.

*Courses listed in this schedule are open only to employees of the United States Government and, in certain cases, to members of their families. Courses in language training and orientation are open to dependents of employees of the Government being assigned abroad. Orientation courses include area studies, family workshop, and orientation programs. Certain sessions of orientation courses are closed to dependents for security reasons. Courses listed under Extension Studies are offered by other Government agencies and private institutions. Only Department of State employees are eligible to enroll in extension courses through Foreign Service Institute facilities.

ADDITIONAL INSTRUCTIONS FOR DEPARTMENT OF STATE, AID, AND ICA EMPLOYEES

State Personnel

Employees of the Department of State should transmit their requests for training directly through their bureau training offices for approval. Foreign Service personnel on detail from the Department of State should submit their requests for training to the PER training liaison office, PER/FCA/TL, Room 2807, telephone 632-3093, for approval.

AID Personnel

All requests for training from AID personnel, including those detailed to the Department of State, must be submitted on Form OF-170 (10 part) and transmitted through the employee's supervisor for signature to the bureau training advisor who will forward it to one of the following as appropriate:

1. Area Studies training requests should be sent to PM/TD/OT Registrar, Room 405, Pomponio Plaza (SA-14), telephone 235-9101 or 235-9098.
2. Language training requests should be sent to Ms Doris E. Hall, PM/TD, Room 463, Pomponio Plaza (SA-14), telephone 235-9094.
3. Nominations for courses offered by the School of Professional Studies should be sent to: Economic and Commercial Studies, Sheila Cunningham, PM/TD/CD, Room 423, Pomponio Plaza (SA-14), telephone 235-9070; Administrative, Economic, Clerical, Communication Skills and Terrorism, Yvonne L. Williams, PM/TD/CD, Room 425, Pomponio Plaza (SA-14), telephone 235-9070.

ACDA Personnel

Interested ACDA employees, including personnel on detail to the Department of State, should contact the Agency Training Officer, Mr. Jackie Mingo, telephone 632-2034.

ICA Personnel

All requests for training from ICA personnel including those detailed to the Department of State must be approved by the ICA Training & Development Division. For information, personnel should call Mrs. Celestine Johnson, ICA Registrar, telephone 523-4397.

Training for Members of Employees' Families

Spouses and adult dependents of State Department employees can enroll in certain FSI courses by obtaining an application for training (Form DS-755) from the employee's bureau training officer, filling it out, and returning the completed form to the training officer.

Families affiliated with agencies other than the Department of State should contact their appropriate training officers to determine the authorization needed, tuition commitment involved, and procedures to be followed.

SPECIAL PROCEDURES APPLICABLE TO ADMISSIONS TO LANGUAGE TRAINING PROGRAM

Early Morning Language Training: Special announcements of classes are issued semiannually in July and December with instructions for application and conditions of admission. For information call the School of Language Studies, 235-8799.

Regular Full-Time Classes (announced in the Schedule of Courses beginning on page): Any qualified student proposed for a regularly scheduled class and assigned to the full course is assured of enrollment provided the training request reaches FSI at least two weeks before the start of the class. All other training assignments must be SPECIALLY ARRANGED. All long term intensive language courses include area studies as an integral component. FAST courses have cultural content built into the language study materials. With only a few exceptions, two-week area studies courses are offered either immediately preceding or following FAST courses.

Specially Arranged Training: All training for which a training request is not received two weeks before a scheduled start, all training in languages not listed with starting dates on the schedule, all training for non-beginners, all training requested to start on a date other than one listed on the schedule and all training for lengths of time other than those listed on the schedule must be specially arranged. Such training may be:

- a. Regular Class Training: Includes fitting a non-beginner into an ongoing class, enrollment of a late registrant in a regular class on a space-available basis ONLY, inclusion in a regular class of a student assigned for less than the full course, and classes arranged on special dates or in unscheduled languages for four or more students.
- b. Tutorial Training: One student only in a full-time program.
- c. HILT (High Intensity Leverage Training): For persons with high competence in a closely related language; one or two students.
- d. Specially Arranged Small Class: Full-Time: For two or three students.
- e. Part-Time Class: Normally for adult member of employees' families.
- f. Part-Time Individual Instruction: Rare because of difficulty of scheduling.
- g. Refresher Opportunity: A brief, full-time, individualized program to renew a "rusty" proficiency; appropriate for persons with a former proficiency of S-3 or better who have been away from the language for several years.

All specially arranged training is scheduled by calling the appropriate Language Department, as follows:

For training in French, Haitian Creole, Italian, Portuguese and Spanish -
ROMANCE LANGUAGE DEPARTMENT 235-1492

For training in Germanic Languages, Slavic Languages, Hungarian, Finnish and Romanian -
NORTH AND EAST EUROPEAN LANGUAGE DEPARTMENT 235-8821

For training in any other language taught at FSI - ASIAN AND AFRICAN LANGUAGE
DEPARTMENT 235-1540.

The Request for Training, DS-755, should include a statement of when and with whom the training has been arranged in advance. This statement should be typed under the "Remarks" section of the training request. Special tuition rates are charged for all types of specially arranged training except Regular Class Training.

No student will be admitted unless a certified Request for Training, DS-755, has been received.

Language Training for Adult Members of Family: Family members who qualify will be accommodated in full-time classes on the same basis as employees. Special language classes, consisting of four or more students are arranged when possible for adult family members of employees with appropriate assignments. Such classes are normally held 3 hours per day for 8 or 16 weeks.

Program	FY-1983												FY-1984					Length of Course	
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		Mar
<u>EXECUTIVE SEMINAR IN NATIONAL AND INTERNATIONAL AFFAIRS (G101)</u>	6	10 months	
<u>MID-LEVEL OFFICER PROFESSIONAL DEVELOPMENT COURSE (G112)</u>	21	29	21	...	20 weeks
<u>ADMINISTRATIVE TRAINING</u>																			
Administrative CORE (A112)	4 25	29	...	3 31	28	28	25	23	13	5 25	...	5	3 24	28	...	30	27	26	3 weeks
General Services Operations (A117)	25	15	...	3 24	21	21	18	16	13	5 25	15	26	24	14	...	3 23	20	19	3 weeks
Personnel Operations (A118)	...	15	21	...	18	...	13	25	15	26	...	14	...	3	...	19	2 weeks
Budget & Financial Management (A119)	25	15	...	3 24	21	21	18	16	13	5 25	15	26	24	14	...	3 23	20	19	6 weeks
Coping With Violence Abroad (P120)	4 24	1,8 22	6 20	3 17 31	14 28	14 28	11 25	2,9 16 23 30	6,13 20 27 ...	5,11 18 25	1,8 15 22 29	6 12 19 26	10 24	1,7, 21	5,19	1 day
<u>CONSULAR TRAINING</u>																			
ConGen Rosslyn Consular Training Course (C101)	Continuous Enrollment																	24 days	

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FY-1983 FY-1984

Program	FY-1983												FY-1984					Length of Course		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		Mar	
Immigration Law and Visa Operations (C102)																			Correspondence Course	6 months
Nationality Law and Consular Procedures (C103)																			Correspondence Course	6 months
Overseas Citizens' Services (C104)																			Correspondence Course	6 months
Advanced Consular Course (C105)	...	1	...	17	11	31	16	3 weeks	
Consular Employees' Professional Seminar (C106)	...	29	7	...	9	12	...	28	5	2 weeks	
Consular Agents Course (C107)	20	27	7 days	
Consular Workshops (C108)																			Dates to be announced	5 days
<u>ECONOMIC AND COMMERCIAL TRAINING</u>																				
Advanced Economic Review Seminar (E101)	18	5 weeks	
Foreign Service Economic/Commercial Studies (E106)	11	26 weeks	
Senior Trade Expansion Seminar (E112)	3	3 days	

Program	FY-1983												FY-1984					Length of Course	
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		Mar
Contemporary Economic and Quantitative Analysis (E122)	18	5 weeks
Information Systems Manager Training (S103)	...	1	7	13	25315	3 weeks	
<u>EXECUTIVE DEVELOPMENT</u>																			
*Advanced Television Workshop (T114)	9	17	9	8	3 days
*Deputy Chiefs of Mission (G115)	19	9 days
Executive Performance Seminar (G104)	3	14	...	16	...	6	...	1	2	16	5 days
Inspectors' Management Training (G118)	7	...	Dates to be Announced			3 days
*Inspectors' Training Seminar (G125)	12	...	Dates to be Announced			2 days
Overseas Supervisory Workshop (G126)	...	14	20	...	22	Dates to be Announced			5 days
Program Directors' Management Seminar (G122)	14	...	Dates to be Announced			3 days
Supervisory Studies Seminar (G108)	24	...	5	...	6	...	17	...	12	23	Dates to be Announced			5 days
Senior Executive Training (G129)	Dates to be Announced																		5 weeks
Executive EEO Seminar (A413)	Dates to be Announced																		1 day

*By invitation only

Program	FY-1983												FY-1984						Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
<u>POLITICAL TRAINING</u>																			
Foreign Affairs Interdepartmental Seminar (G119)	10	4	...	27	Dates to be Announced			2 weeks	
Intelligence & Foreign Policy (P104)	6	"			1 week	
Negotiation Art & Skills (P106)	9	"			1 week	
Executive Congressional Relations (P118)	4	18	"			1 week	
Analytic Reporting Skills (P129)	Dates to be Announced																		2 weeks
Science Symposium (U114)	Dates to be Announced																		1 day
National Security and Arms Control (P107)	...	15	5 days
<u>ORIENTATION</u>																			
Orientation Program for Foreign Service Officers (G103)	5	...	2	27	...	22	...	17	...	12	4	29	...	6 1/2 wks
Orientation Program for Foreign Service Personnel (N106)	18	14	...	11	...	6	...	1	26	...	21	13	...	1 week
The Departmental Officer Orientation Program (N105)	18	14	...	11	...	6	...	1	26	...	21	13	...	2 days

Program	FY-1983												FY-1984					Length of Course	
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		Mar
Foreign Service Secretarial Training (K102)	25	7	...	2	27	...	22	...	17	...	12	5	6 days
Departmental Clerical Orientation (N104)	4	15	...	17	14 28	...	4	16	13	...	1	19	3	5 days
*First-Time Ambassador's Secretary's Briefing (K127)																			Individual 4 hours 1 day
<u>CLERICAL WORKSHOPS</u>																			
*Managing Words (Word Processing Techniques) (K103)																			To Be Arranged 4 hours
*OCR Telegram Preparation Workshop (K105)																			Individual Lab 4 hours
*The Art of Dictation Workshop (K115)																			TO BE ANNOUNCED Individual & Group 4 hours
*The Art of Machine Transcription Workshop (K116)																			TO BE ANNOUNCED Individual Lab 4 hours

*TBA= To be Announced

Program	FY-1983											FY-1984					Length of Course			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		Feb	Mar	
Workshop in the Preparation of Travel Vouchers (K126)																			INDIVIDUAL LAB	4 hours
Telephone Techniques Workshop (M111)	3	25	14	23		4 hours
*Proofreading Techniques Workshop (M113)																			Individual	3 hours
<u>SECRETARIAL SKILLS</u>																				
Basic Office Skills and Techniques (K101)	7	12		24 hours
Management Skills Seminar for Secretaries (K104)	28	...	25	...	18	...	28	26		2 1/2 day off-site
Human Relations and Secretarial Office Procedures (K114)	11		24 hours
<u>CLERICAL SKILLS</u>																				
Stenography Laboratory (K119, K120, K121)	12	10	4	10		9 weeks 72 hours

*TBA= To be Announced

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Program	FY-1983											FY-1984					Length of Course		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		Feb	Mar
Typewriting Laboratory (K122 and K123)	12	10	11	10	9 weeks 72 hours
Workshop for Speed and Accuracy (K128) (formerly Intermediate Typewriting)	10	6	5	4 weeks 40 hours
<u>COMMUNICATON SKILLS</u>																			
How to Communicate by Letter and Memo (K113)	9	14	10 days 30 hours
English and Communication Skills (K125)	...	15	2	6 weeks 30 hours
Reading Development Skills I (M103)	18	20 hours
Fundamentals of Writing (for Government) (M108)	11	12	9	28	...	5 weeks 20 hours
Speech and Oral Communication (M110)	5	5	4	6 weeks 30 hours
Reading Dynamics (M114)	18	4	10	20 hours
Fundamentals of Speech (M101)	1	1	24 hours
<u>WORKSHOPS FOR MANAGERS</u>																			
Notetaking for Managers (M106)					TBA				TBA								TBA		Individual & Group, 14 hours

* TBA=To Be Announced

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Program	FY-1983													FY-1984			Length of Course		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan		Feb	Mar
Advanced Writing for Senior Managers (M104)	4	7	2	12	6	26	22 hours
Effective Oral Communication for Managers (M105)	21	10	20	8	5 days 15 hours
Effective Writing for Managers (M109)	5	14	10	5 weeks 20 hours
<u>Introductory Area Studies</u>																			
Africa, Sub-Sahara (R101)	4	15	...	24	22	...	18	...	13	...	8	...	3	14	...	23	21	...	2 weeks
Western Europe (R102)	4	15	...	24	22	...	18	...	13	...	8	...	3	14	...	23	21	...	2 weeks
People's Republic of China (R103)	18	7	17	5	2 weeks
East Asia (R104)	...	15	...	24	18	...	13	...	8	...	3	14	...	23	2 weeks
Eastern Europe & USSR (R105)	4	15	...	24	18	...	13	...	8	...	3	14	...	23	2 weeks
Latin America (R106)	4	15	...	24	22	...	18	...	13	...	8	14	...	23	21	...	2 weeks
Near East and North Africa (R107)	4	15	...	24	22	...	18	...	13	...	8	...	3	14	...	23	21	...	2 weeks

Program	FY-1983													FY-1984						Length of Course
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
<u>AREA STUDIES (cont'd)</u>																				
South Asia (R108)	...	15	...	24	18	...	13	...	8	14	...	23	...	2 weeks		
Southeast Asia (R109)	4	15	...	24	18	...	13	...	8	...	3	14	...	23	...	2 weeks		
<u>Advanced Area/Intensive Language Training</u>																				
An Advanced Area/Country Study Program, which is integrated with full-time language study, is offered to all students in intensive language training. See section entitled "Intensive Language/Area Training" under School of Language Studies (below) for schedule. No separate DS-755 is required for Advanced Area Training since the form submitted for Intensive Language Training covers both.																				
<u>OVERSEAS BRIEFING CENTER</u>																				
Two-Week Family Workshop (R143)	25	10	...	7	...	2	...	11	24	9	...	5	2 weeks	
English Teaching Seminar (R146)	18	7	16	17	6	...	1 week	
Career Counseling Seminar (R144)	5	1	4	28	...	4 days	
Community Skills Seminar (R144)	...	29	23	...	25	14	1 week	
Regulations, Allowances & Finances in the Foreign Service (R-144)	16	28	27	3 days	
<u>Going Overseas (R144)</u>																				
(Saturdays)	5	...	7	4	9	3	1 day	
(Evenings)	16	20	18	8	20	21		
<u>Re-Entry (R144)</u>																				
(Saturdays)	23	13	15	5	1 day	
(Evenings)	13	17	19	16		
(Mondays)	4	28	3	27	...		