

~~SECRET~~  
(When Filled In)

*Memo*  
8/3

REPORT OF TRAINING AT NON-CIA FACILITY  
(Forward Original and One)

TO : Director of Training ATTN : Registrar/TR THROUGH: Training Officer	FROM : John L. Poe OFFICE: Office of Communications/RMS DATE : 30 July 1965
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1. FACILITY ATTENDED Correspondence Program U.S. Department of Agriculture Graduate School Washington 25, D. C.	2. DATES OF TRAINING 21 July 1964 - 26 July 1965
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3. NAME AND DESCRIPTION OF PROGRAM  
205 C Modern Supervisory Practice.  
Comprises 16 lessons.

4. YOUR TRAINING OBJECTIVES  
To increase my knowledge in the supervision and management of people which will increase my value to the Office of Communications.

5. EVALUATION OF PROGRAM (Include: a. Strengths and weaknesses of program. b. Identify any outstanding speakers and their specific topics or area of instructional competence.)

The Modern Supervisory Practice course covers in greater detail most of the material dealt with in C.I.A. Management Course  In addition the course covers additional subjects such as the planning and conducting of conferences etc.

The textbooks, included with the course, are excellent, particularly Dr. William Van Dersal's book on supervision.

In my opinion the course is excellent and useful and I would recommend it to any practicing supervisor. I learned a great deal from this course which I find most helpful in my work.

APPROVED FOR RELEASE   
DATE: 14-Sep-2011

6. ATTACHED ARE	TRANSCRIPT OF GRADES	XX	YES		NO
	<del>XXXXXXXXXXXXXXXXXXXX</del> cancelled check	XX	YES		NO

7. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE.

*John L. Poe*  
SIGNATURE

NOTE: Upon receipt of this report, with attachments as applicable, a certification of completion will be forwarded to the Office of Personnel for inclusion in your official folder.