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(When filled in)

TRAINING REPORT

MANAGEMENT COURSE
(40 hours, full-time)

Dates: 15-20 November 1964

Student : John L. Poe

Office : OC

Year of Birth: 1924

Service Designation:

Grade : 10

No. of Students :

EOD Date : May 1954

COURSE OBJECTIVES - CONTENT AND METHODS

The Management Course is designed to familiarize middle/senior line and staff managers with both the theory and the practical problems of management. The underlying assumption of the course is that management development is a process of growth on the job and that management skills can be learned. The course enables the participants to examine their job activities in an environment where, guided by the instructors, they can critically examine their own actions and styles of leadership. In addition, they exchange ideas with managers from other components and develop an understanding of the complex relationships that exist among the people, the pattern of organization, and the purposes of the Agency. The course approaches the problems of management in the Agency by discussing the formal and informal structures, concepts of leadership and communication, the problems of personnel management, and theories of planning and controlling. Specific exercises are designed to enable the student to practice some of the important management skills in a laboratory type of situation.

The content of the course is developed through problem-solving exercises, case analysis and discussions, lectures, and filmed presentations.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING:

Chief Instru

25 November 64
Date

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