

10. *"Just before I was fired I was * * *"*—A one hour session pointing up possible errors that concern following instructions, dealing with people and conducting your private life and how these errors influence the effectiveness of your work.

Trainer: J. H. Chapman. Trainees: All WACAPI staff. Training aids: Presentation notes.

11. *Most effective use of the telephone.*—A one hour presentation on telephone Courtesy and methods of expediting telephone calls so as to avoid confusion.

Trainer: Ann Gabbard. Trainees: All WACAPI staff. Training aids: Presentation notes, instructional aids, film.

12. *Personnel policies.*—A two hour elaboration of the material presented in the Policies and Procedures Manual which accents correct conduct and possible penalties.

Trainer: G. W. Robinson. Trainees: All WACAPI staff. Training aids: Policies and Procedures Manual, Presentation notes.

13. *Working for WACAPI.*—One hour of instruction in use of employment forms, personnel records, salary scales and pay periods, tax deductions and insurance policies.

Trainer: Dee Tedlock or Ron Anderson. Trainees: All WACAPI staff. Training aids: Sample forms.

14. *Declaration of principles.*—A one hour presentation setting forth the goals, concerns and directions of staff efforts, the challenge to staff members and the responsibilities involved.

Trainer: J. H. Chapman. Trainees: All WACAPI staff, Board Training aids: Prose text.

15. *Welcome to WACAPI.*—A one hour introduction to the purpose, philosophy and methods of operation of CAP.

Trainer: J. H. Chapman. Trainees: All WACAPI staff. Training aids: Presentation notes.

16. *Thoughts about human dignity.*—A one hour discussion of methods and attitudes used in dealing with the disadvantaged citizen.

Trainer: J. H. Chapman. Trainees: All WACAPI staff, Board and RACs. Training aids: Presentation notes.

17. *History of WACAPI.*—A one hour history of how the Wichita Area Community Action Program came into existence and its growth to date.

Trainer: Floyd Hansen. Trainees: All WACAPI staff, Board and RACs. Training aids: Presentation notes.

18. *Pancho goes to Headstart.*—A one hour session using the film "Pancho", depicting the need for early childhood education and the "team approach" toward meeting these needs.

Trainer: Floyd Perry. Trainees: All WACAPI staff, Board and RACs. Training aids: Film "Pancho."

19. *The TLC of volunteers.*—A one hour session on the work of volunteers with CAP, pointing up why people volunteer, their goals for volunteer work and the staff's relationship to and duties toward them.

Trainer: D. L. Hammond. Trainees: All WACAPI staff. Training aids: Presentation notes.

20. *Why Bother?*—A series of three one hour sessions designed to define communication and give meaning to sources and techniques of good communicating. The series will stress: (a) Introduction to Communication; (b) The Sender; (c) The Receiver.

Trainer: R. L. Anderson. Trainees: All BCD employees. Training aids: Presentation notes.

21. *The WACAPI Board at work.*—A two hour presentation explaining the composition of the Governing Board and its function in relation to the WACAPI staff.

Trainer: J. H. Chapman. Trainees: All WACAPI staff, Board and RACs. Training aids: Presentation notes.

22. *Organizing neighborhood projects.*—A two hour discussion of possible future neighborhood projects and the steps to organizing same.

Trainer: J. H. Chapman. Trainees: All WACAPI staff, Board and RACs. Training aids: Not selected.

23. *Thoughts about this "maximum participation" bit.*—An hour discussion of the philosophy of Community Action.

Trainer: G. W. Robinson. Trainees: All WACAPI staff, Board and RACs. Training aids: Not selected.