

24. *What you'll need to know six months from now.*—A one hour presentation discussing the projected goals of WACAPI.

Trainer: J. H. Chapman. Trainees: All WACAPI staff, Board and RACs.

*Series B: Specialized instruction*

1. *"Ye compleat executive."*—A 21 hour course of 14 presentations, each 90 minutes in length which cover the basic concerns of executives about the organization with which they are associated. The individual lesson titles are: (a) Introduction and Immediate Concerns. (b) Responsibilities of Executive Leadership. (c) Quality of Executive Leadership. (d) Operating Efficiency. (e) Internal Corporate Structure. (f) Public Value of the Corporation. (g) Concerns of Share-owners. (h) Trusteeship Effectiveness. (i) Fiscal Policies (j) Sales Vigor. (k) Research and Development. (l) Corporate Growth. (m) Principles of Executive Advancement. (n) Comprehensive Appraisal of WACAPI. Presentation notes used in this course will be collected and bound at the conclusion of the course (probably in December, 1967).

Trainer: J. H. Chapman. Trainees: ABC group. Training aids: 14 sets of presentation notes.

2. *"How to keep your cool in a hot spot."*—A six hour course consisting of 6 one hour presentations for Neighborhood Center Directors. The course is designed to provide "basic training" for those occupying this "hot spot" in the WACAPI organization. The individual lesson titles are: (a) Principles of Management. (b) Personnel Administration. (c) Organizing for Action. (d) Organizing for Service. (e) Organizing for Employment. Presentation notes used in this course will be collected and bound at its conclusion (probably in October, 1967).

Trainers: J. H. Chapman, G. W. Robinson, G. D. Roman, M. E. Spencer, and R. G. Schuh. Trainees: Center Directors. Training aids: Presentation notes.

3. *"Techniques of interviewing."*—A two hour session for Center staff and other non-professionals about interviewing clients of WACAPI. Basic concerns about interviewing will be presented and supplemented by role-playing and other educational devices. Classes will be limited to about one dozen persons to assure maximum participation. Session may be repeated several times.

Trainer: Not selected. Trainees: DEFG personnel with interviewing responsibilities. Training aids: Not selected.

4. *"We're all in this together."*—A one hour session for Center staff members dealing with the need for staff harmony and adhesion. This session which deals with internal staff relations will be repeated at intervals with different groups of staff members. The presentation is designed to encourage and stimulate discussion.

Trainer: D. S. Sawyer. Trainees: All Center Staff Members. Training aids: None.

5. *"Existing social services."*—A one hour session for Center staff members to present the basic facts about existing social services in Wichita—public and private.

Trainer: M. E. Spencer. Trainees: All Center Staff Members. Training aids: Directory of Social Services for each trainee.

6. *"A close look at secretarial forms."*—A one hour session for all secretarial staff members to acquaint them with standard formats for various types of written communications.

Trainer: C. L. Harrison. Trainees: All secretarial classification persons. Training aids: Syllabus of standard formats.

7. *"Management level information."*—A two hour presentation of principles and examples of information being produced (or absent) which is useful in managing the affairs of WACAPI for Project and Center Directors. The session will be devoted to analyzing reports produced by WACAPI staff and establishing principles about good and poor reporting from them.

Trainer: J. H. Chapman. Trainee: Project and Center Directors (C & D). Training aids: Syllabus of examples.

8. *"The WACAPI Assessment Center."*—A one hour session for all Center staff to acquaint themselves with the goals and operation, assets and limitations, of the WACAPI Assessment Center opening in late July 1967. The session may be repeated for other groups at a later date.

Trainer: R. G. Schuh, E. Pond. Trainees: Center Staff. Training aids: Not Selected.