

9. "*Instructional memos protect employee rights.*"—A one hour session on the reason for instructional memorandums, the elements of a good instructional memo, and additional information which must be included in memos to project directors. The final section deals with "Principles neglected only at great risk." The session may be repeated occasionally and may also be scheduled for groups not noted below at the discretion of Division Directors.

Trainer: J. H. Chapman. Trainees: Assistant, Project and Center Directors. Training aids: Presentation notes.

10. "*CAPE—Community action program employment.*"—A two hour session on career fields which are developing as a result of community action programs and other social factors. The session is primarily designed to give advice to young adults still completing their education on subject areas which will be valuable in CAP employment.

Trainer: J. H. Chapman. Trainees: Temporary and young staff members. Training aids: Presentation notes.

11. "*The Neighborhood Youth Corps.*"—A two hour session on the goals and practicalities of the NYC, both out-of-school and in-school programs. Information about eligibility, recruitment, enrollee support, and follow-up after termination. The session will only be available after September 1, 1967 and is designed for Center staff members.

Trainer: E. A. Fuhr. Trainees: Center Staff (DEF). Training aids: Not selected.

12. "*WACAPI project directors.*"—A one hour session on the responsibilities of project directors, management, supervision, records, reports, finances, and other assigned and voluntary responsibilities. Designed to include all Class D personnel (unit directors) along with project directors.

Trainer: J. H. Chapman. Trainees: Class C and Class D Personnel. Training aids: Standard instructions for project directors.

13. "*MIS—Management Information Services.*"—A two hour session on basic information about the SD form and the tracking form being required by OEO on August 1, 1967. This will be standard first presentation to staff who are responsible for originating this information.

Trainer: R. L. Anderson. Trainees: All MIS originators. Training aids: Sample forms.

14. "*Neighborhood development.*"—Two sessions of two hours each on the responsibilities of Neighborhood Development Supervisors and Specialists. Opportunities and problems will be presented and discussed.

Trainer: G. D. Roman. Trainees: NC 3 and NC 5. Training aids: Not selected.

15. "*Family services.*"—Two sessions of two hours each on the responsibilities of Family Services Supervisors and Specialists. Opportunities and problems will be presented and discussed.

Trainer: M. E. Spencer. Trainees: NC 4 and NC 6. Training aids: Not selected.

16. "*Center manpower programs.*"—Two sessions of two hours each on the responsibilities of Center Manpower personnel. Opportunities and problems will be presented and discussed.

Trainer: R. G. Schuh. Trainees: NC 7. Training aids: Not selected.

17. "*Housing the disadvantaged.*"—A one hour survey of efforts to provide decent housing to the disadvantaged from both public and private resources. Current needs in Wichita will be highlighted.

Trainer: Not selected. Trainees: Classes DEF in Centers. Training aids: Presentation notes or separate document.

18. "*Money management.*"—A two hour session on purchasing, budgeting and saving aimed at the critical financial situation of disadvantaged persons. This presentation is primarily designed to meet the needs of WACAPI staff members, but may be presented to other groups of persons as interest indicates.

Trainer: E. D. Riley. Trainees: Class F and G staff. Training aids: Not selected.

19. "*Attitudes about the poor.*"—A one hour session in which common attitudes about the poor are examined and compared with what is believed to be a more realistic and constructive attitude—which is important to productive CAP work.

Trainer: J. H. Chapman. Trainees: Class E, F, and G Staff. Training aids: Presentation notes.

20. "*How to identify a problem.*"—A two hour session on identifying social problems and their importance. A "tracking system" is outlined to follow a "lead"