

Office Memorandum • UNITED STATES GOVERNMENT

TO Mr W F Friedman

DATE 8 October 1953

FROM

SUBJECT **A. F. Lessard (x-60662)**
Recorder, Executive Development Board
Meeting of Executive Development Board

A meeting of the Executive Development Board will be held on Monday, October 19 at 0900 in Conference Room 19-232B.

The agenda for the meeting is as follows:

- I. Minutes of Previous Meeting.
- II. Status of Present Participants.
 - A. A review of the case studies program being planned for Group A.
 - B. A review of the seminar program now being conducted for Group B.
 - C. Review of second Management Conference of September and plans for follow-up seminar groups.
- III. Briefing and Board Review of Appraisal-Counselling.
 - A. Briefing by Executive Development Staff of purposes and techniques of appraisal-counselling.
 - B. Executive Development Board review.

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