



# BULLETIN

FEDERAL MEDIATION AND CONCILIATION SERVICE

**SUBJECT:**

Availability of Training Information  
and Career Development Counseling

**No. :** 81-BUL-159

**TO:** All National Office employees

**Date:** September 30, 1981

**FROM:** Robert P. Gajdys  
Director of Administration

*RP Gajdys*

The Division of Personnel Management, through the Training Officer, has established an extensive library of catalogues and brochures from community colleges, universities, government agencies, private training institutes, and labor related organizations that offer training opportunities available to National Office employees. The material is displayed in the reception area of the Division of Personnel Management. Some brochures may be taken by employees, others may be borrowed for individual review and comparison.

Brochures of current course offerings in the office cover a wide variety of topics including:

**Clerical skills:**

- Advanced Typing
- Shorthand
- Data Processing
- Word Processing
- English Usage
- Effective Writing
- Office Management
- Machine Transcription

**Managerial Skills:**

- Creative Problem-Solving
- Managing Human Behavior
- Listening for Managers

**Personal Skills:**

- Assertiveness Training
- Time Management
- Stress Management
- Communication Skills

**Supervisory Skills:**

- Planning
- Organizing
- Controlling
- Supervision and Group Performance
- Directing

**Other Topics:**

- Labor Relations
- Budget
- Accounting
- Report Writing
- Financial Reporting
- Editing
- Briefing Techniques
- Writing Regulations

Career development counseling is also available by appointment with the Training Officer. This counseling is on a voluntary basis and is confidential in nature. Career advancement opportunities within FMCS and other Federal agencies will be explored. Referrals to other resources or reference centers may be made.

This notice is issued under the provisions of the Contract with NAGE Local R3-118 and FMCS.