

DEPARTMENT OF BENEFIT PAYMENTS
744 P Street
Sacramento, CA 95814



October 2, 1974

ALL-COUNTY LETTER NO. 74-194

TO: ALL COUNTY WELFARE DIRECTORS
ALL STAFF DEVELOPMENT SUPERVISORS/COORDINATORS

SUBJECT: STATE DEPARTMENT OF BENEFIT PAYMENTS DEPARTMENTAL TRAINING BUREAU

REFERENCE:

Effective October 1, 1974, the Departmental Training Bureau, State Department of Benefit Payments, will assume responsibility for both internal training activities and those administrative responsibilities for local agency staff development activities outlined in Division 14 of the Operations Manual. These new responsibilities will essentially include the annual compliance review of staff development plans, administration of the local agency training fund, and maintenance of the management core curriculum materials and film library. The realignment of staff development responsibilities within the department was necessitated by urgent program priorities and will permit Adult Program Management, AFDC Program Management, and Food Stamp Management to provide direct local agency training in their respective program areas.

Management core curriculum materials will continue to be available to local agency staff development supervisors who wish to utilize them. Requests for management core curriculum soft ware and the use of films on a loan basis should be made in writing to the Departmental Training Bureau, Mail Station 14-62, 744 P Street, Sacramento. Requests should include the number of participants planned for and a proposed film utilization calendar to permit the Departmental Training Bureau to coordinate future availability of films. Questions regarding the staff development compliance review and management core curriculum materials may be directed to Edward Salt, Chief, Departmental Training Bureau, or Helene Varnell, Departmental Training Consultant - telephone number (916) 445-6271.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Dennis O. Flatt'.

DENNIS O. FLATT
Deputy Director

cc: CWDA

Attachments - Films and Publications Available
for Loan from Departmental Training Bureau

GEN 654 (2/74)

PUBLICATIONS AVAILABLE FOR LOAN
FROM DEPARTMENTAL TRAINING BUREAU

- Appley, Lawrence A. The Management Evolution
American Management Association, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963
- Appley, Lawrence A. Management in Action
American Management Association, 1956
- Baer, Walter E. Grievance Handling
American Management Association, 1970
- Bassett, Glenn A. Management Styles in Transition
American Management Association, 1966
- Batten, J. D. Developing a Tough-Minded Climate -- for Results
American Management Association, 1965
- Batten, J. D. Tough-Minded Management
American Management Association, 1963, 1969
- Black, James Menzies. Positive Discipline
American Management Association, 1970
- Conarroe, Richard R. Bravely, Bravely in Business
American Management Association, 1972
- Connelly, J. Campbell. A Manager's Guide to Speaking and Listening
American Management Association, 1967
- Drake, John D. Interviewing for Managers
American Management Association, 1972
- Heyel, Carl. Organizing Your Job in Management
American Management Association, 1960
- Hughes, Charles L. Goal Setting
American Management Association, 1965
- Jay, Anthony. The New Oratory
American Management Association, 1970, 1971
- Johnson, Lawrence A. Employing the Hard-Core Unemployed
American Management Association, 1969

- Jones, Reginald L.; Trentin, H. George. Budgeting
American Management Association, 1966, 1971
- Killian, Ray A. The Working Woman
American Management Association, 1971
- Leadership in the Office
American Management Association, 1963
- Leadership on the Job
American Management Association, 1956, 1957, 1958, 1959, 1960, 1961, 1962,
1963, 1964, 1965, 1966
- Lovin, Bill C.; Casstevens, Emery Reber. Coaching, Learning, and Action
American Management Association, 1971
- Mackenzie, R. Alec. The Time Trap
American Management Association, 1972
- Martin, H. All Those in Favor
American Management Association, 1965, 1966, 1967, 1968, 1969
- Marting, Elizabeth; Finley, Robert E.; Ward, Ann. Effective Communication on
the Job
American Management Association, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963
- Marvin, Philip. Multiplying Management Effectiveness
American Management Association, 1971
- Merrill, Harwood F. Classics in Management
American Management Association, 1960
- Reeves, Elton T. The Dynamics of Group Behavior
American Management Association, 1970
- Smith, Paul T. How to Live with Your Computer
American Management Association, 1965
- Stokes, Paul M. Total Job Training
American Management Association, 1966

FILMS AVAILABLE FOR LOAN
FROM DEPARTMENTAL TRAINING BUREAU

AMA - Supervisory Management - Part I
AMA - How To Improve Individual Manager Performance
AMA - Excel
Eye of the Beholder
Inner Man Steps Out
Let's Discuss It
Let's Talk About Films
Looking At The Teacher And The Learner
The Small World of John J. Pennyfeather
Studies in Interviewing
Supervisory Problems in the Office - Series II