

Draft of Circular Letter

To: All District Representatives

From:

Subject: Job Relations Training Records

Attached is a sample of the blank card to be used in keeping records of J.R.T. 10-hour sessions. Below appears a sample of the filled-in form. Please requisition record cards at least two weeks in advance of the date needed.

Training Within Industry

JOB RELATIONS TRAINING RECORD

Company Name	<i>X Y Z Co., Inc.</i>	Plant Address	<i>Baltimore Maryland</i>	Co. No.	<i>14</i>	Group No.	<i>2</i>
Scheduled by	<i>H. S. Long</i>	Room Location	<i>Bill St. Office, Room 936</i>	Dates of Sessions	<i>March 3-5-8-10-12 1945</i>		

SUPERVISORS' NAMES	ATTENDANCE AND PARTICIPATION						CERTIFICATES
	✓	✓	✓	P	✓		
<i>Paul Smith</i>	✓	✓	✓	P	✓		<i>ok</i>
<i>Anton Jaboy</i>	✓	P	✓	✓	✓		<i>ok</i>
<i>John Herfel</i>	A	✓	✓	✓	P		<i>No - will get after attending a Session I</i>
<i>A. C. Pedersen</i>	✓	✓	P	✓	✓		<i>ok</i>
<i>Josiah Walters</i>	✓	✓	P	✓	✓		<i>ok</i>
<i>Mary Leonard</i>	✓	P	✓	A	✓		<i>ok</i>
<i>W. C. Hull</i>	✓	✓	P	✓	✓		<i>ok</i>
<i>F. J. Bird</i>	✓	✓	✓	P	✓		<i>ok</i>
<i>Robert Hendrickson</i>	✓	✓	A	✓	A		<i>no</i>
<i>R. J. Waite</i>	✓	✓	✓	P	✓		<i>ok</i>

Company Trainer *T. Z. Smith*
 Outside Trainer

✓ - Present A - Absent
 P - Presented case