

Week ending Saturday, April 1, 1944

To: H. K. Bragle, District Representative
From: Gilbert H. Tapley
Subject: Program Development Training

Conference with Kenneth Bolles, Personnel Manager, and James Stanton, Training Supervisor, Simplex Wire & Cable Company, Cambridge, Massachusetts, regarding the development of programs discussed at first Boston PDT conference which Mr. Bolles attended.

With Mr. Hammond, I visited Mr. Snyder, Morse Twist Drill, New Bedford, to interest him in Program Development Training, and Mr. Snyder asked Mr. Hammond to contact him the first of this week when he will notify Mr. Hammond whether it will be possible for him to send a suitable representative to the PDT conference ~~beginning~~ beginning April 18th.

With Mr. Gifford, I visited the American Thread Company, Kerr Mills, Fall River, the Arkwright Corporation, Fall River, and Swank, Incorporated at Attleboro, in regard to the next PDT conference. Mr. Read, Personnel Manager of Arkwright Corporation, wishes to attend, and Mr. McLeod, Agent of the American Thread Company, will notify us after conferring with Mr. Chapman, the new Training Co-ordinator for all the American Thread Company mills. It is doubtful in my mind whether Swank, Incorporated will have a man ready for the April 18th conference.

On Thursday, I presented the TWI programs to the department heads and superintendent of the New England Deaconess Hospital. There were about a dozen present, and I believe that in spite of the present shortage of personnel, they will decide very shortly to use our programs.

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T.W.I. DISTRICT ONE
Week ending March 11, 1944

To: H. K. Bragle, District Representative
From: Gilbert H. Tapley
Subject: Program Development Training

On Monday, I presented the TWI program to about fifty members of the Danvers Rotary Club at the request of Mr. Jasper M. Marsh, President of the Consolidated Electric Lamp Company, Lynn, Massachusetts. As the Consolidated has used JI and JR at their Lynn Champion Lamp Works and JIT at their Vulcan Electric plant in Danvers, also at their Heinze Electric plant in Lowell, with outside trainers in all groups, I am trying to interest them in designating a training supervisor and in sending him to a PDT Institute.

At the Boston Woven Hose, Cambridge, Massachusetts, I spent about six hours with Mr. Howard Rich, Training Director, who attended the last PDT Institute. He requested me to tour the plant with him as a basis for working with him in preparing specific training programs. As the first step, he is picking up their JIT program and arranging for better follow-through.

I called on Mr. Paul C. Lamb, Chief Safety Engineer, Lever Brothers Company, who attended the last PD Institute and presented a plan for training supervisors in company policy in handling labor relations problems. He reported very favorably on the Institute and suggested that from his point of view he would have liked even more discussion at the Institute on the training of supervisors as conference leaders.

Called on Mr. Roger Sherman, Industrial Relations Manager, John P. Squire Company, who had an accident between the third and fourth sessions of the Institute and was unable to be with us on the last day. I found that he had been confined to his room since the accident and had set up several specific programs for his company. He is an enthusiastic booster for PDT and reported how helpful had been the bulletins which he had picked up at the Institute.

Friday I went over the Sales Analysis Institute program and the JRT program with Mr. Harold Baker, Assistant Supervisor of Personnel, General Electric Company, Lynn. G.E. had used S.A.I. extensively and he had not included JRT in his overall training program recommendations at the first PD Institute because of the apparent overlapping. Examination of the two programs showed how well they would supplement each other, JRT assisting supervisors in deciding which actions would be best under the circumstances, the S.A.I. program assisting the supervisor in presenting the action decided upon to the individual concerned in the best way to assure good cooperation.

PD Mar 28-29-30 Apr 8 mixed case Boston, Tapley