

**OPM 01-66**

**DATE:** October 12, 2001

**TO:** All Appointing Authorities

**FROM:** Oscar B. Jackson, Jr., Administrator and  
Cabinet Secretary of Human Resources

**RE:** **Executive Development Needs Assessment**

During the past fifteen years, the Office of Personnel Management has offered a variety of Executive Development programs intended for cabinet secretaries, agency directors, deputy directors, and senior level management staff. I believe there is a critical need and desire for continued statewide Executive Development training, but we need your input and feedback regarding specific needs.

A one-day session will be held Friday, October 26 from 9:00 a.m. – 4:00 p.m. at MetroTech Business Conference Center, 1900 Springlake Drive, Oklahoma City. During this session, we will conduct an assessment concerning training and development needs, delivery systems, and the level of commitment required from agencies. Lunch will be provided to those attending.

This session is open to agency directors or senior level designees who may speak on their behalf. Please contact Carrie Rohr 521-6344, Joyce Smith 521-4539, or Allie Brown 521-6335 to confirm attendance no later than Friday, October 19, 2001.