

# Local / State

## New secretaries learn skills at clerical workshop

**By LAURA YOUNG**  
 Battalion Reporter  
 The job of a secretary is more than typing, filing and fixing, as Dolly Parton sings, "a cup of ambition" for her boss. It involves knowing her job,

her co-workers, her boss and especially her environment. Several new secretaries at Texas A&M University had the chance to learn more about their environment and brush up on office skills at the Basic Secretarial

and Clerical Workshop held March 25-26 in Rudder Tower. The workshop is one of the Personnel Department's employee development training programs. The department sponsors a total of 11 workshops for Texas A&M employees designed to provide employee training assistance.

The secretarial workshop provides an introduction to Texas A&M for new secretaries and also covers basic secretarial and clerical skills. "You need to be able to see the large picture as well as the small picture," Nancy Gustke, training specialist in the personnel department, said.

Gustke conducts the secretarial workshop once a month along with another workshop on office procedures. Other events being held in observance of National Library Week are a panel discussion on energy, a book sale and a series of videotapes. The National Library Week program was started in 1958 to focus public attention on reading

Gustke said the secretarial workshop has been going on for quite a few years here at Texas A&M and they're almost always booked up. "We usually try to limit the workshops," Gustke said. "They're all open to anybody who wants to come but they get filled up fast."

Such things as Aggie traditions, library services, recreational facilities, entertainment, sports events, MSC craft classes and Free University were explained. Secretarial basics such as telephone courtesies and methods, taking messages, campus mail and organization were also discussed.

"Lots of things are covered at those workshops and you always figure if there's one or two things you can take back, that's something that you didn't have before," Gustke said. Gustke also listed twelve ways to start out right on a new job, a list taken from Glamour magazine: — Don't gossip about history, — Concentrate on discovering your boss's priorities, — Accept your boss's managerial system, — Don't have special expectations for a woman boss, — Make your boss look good, — Don't expect this job to duplicate your old job, — Listen and watch, — Ask questions, — Get the boss to arrange training for you, — Avoid past mistakes, — Don't be taken in by first impressions, — Be optimistic and go out of

your way to express that positive attitude. Gustke explained that communication is a vital part of a good secretary-boss relationship. "A lot of negative things can happen in your office because of lack of communication," Gustke said.

Gustke said the purpose of the secretarial workshop is to provide information about Texas A&M to new employees. "They're mostly to give new people... an idea of things that are peculiar to Texas A&M University," Gustke said. "Even if they worked at another university, they do things here that are different." The workshop also provides, to those who are new to being secre-

aries, a chance to learn more about the job. The personnel department also beginning two new workshops, Positive Discipline and How to File a TAMU Medical Insurance Claim. "The Positive Discipline workshop is for managers if they have disciplinary actions with their employees," Gustke said. "It's so they'll learn how to do it the right way."

Gustke said, "Not all ties have an extensive training program as we have here. Some private companies some kind of internal training some of them will just pay for employees to take training at their company."

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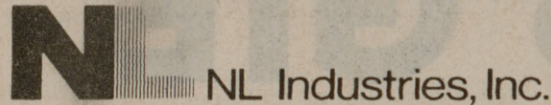
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## Texas A&M to observe Library Week

**By SUSAN DITTMAN**

Battalion Reporter  
 Bluegrass music, folk dancing and a drama will be some of the activities of National Library Week at Texas A&M University's Evans Library. There is no charge for any of the programs.

Other events being held in observance of National Library Week are a panel discussion on energy, a book sale and a series of videotapes. The National Library Week program was started in 1958 to focus public attention on reading

as a source of personal fulfillment, according to library information.

National Library Week has been celebrated at Texas A&M for about the last 10 years, said Joan Kuklinski, the head of the 1981 National Library Week Committee.

"In the past we've had speakers, poetry readings by local poetry societies and musical performances," Kuklinski said.

"This will be The King's English library group's second year in a row to perform," she said.

The library's annual book sale began about five years ago, she said.

"The books (on sale) are books the library already has in its collections or has weeded from its collections for one reason or another," Kuklinski said.



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## Loophole oil program is used

United Press International DALLAS — Dozens of producers have been taking advantage of a \$1 billion loophole Energy Department originally created to encourage investments in risky and unproven techniques to extract oil from old fields.

The program expired at the end of crude oil price controls January 28, but Energy Department regulations allowed companies two extra months which to qualify for payments, the Dallas Times Herald reported Sunday.

Oil firms have been submitting claims for pre-paid projects that won't even begin until next year. In addition, producers been seeking reimbursement which can total as much as a million per project — to help pay for the cost of the projects that under decontrol virtually certain to be profitable with the subsidy.

"These expenditures are the kind we were trying to encourage," said Energy Department lawyer Ben McRae. The program was not to help people submit projects that would be anyway. "People are taking advantage of a loophole in the regulations if everything is done exactly as regulations, it is completely legal."

Once department officials realized the problem, they extended the two-month extension but only 12 days before it was scheduled to end, March 31.

Before the early extension, however, producers qualified at least \$1 billion from the program, which was designed to help tertiary production. Tertiary production seeks to squeeze oil from depleted wells.

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