

ANNOUNCEMENTS

NEWS OF IMPORTANCE & GENERAL INTEREST

BASIC ADMINISTRATION OF VOLUNTEERS

Mar. 3, 10, 17, Tues., 9am-12:30pm
Phases of volunteer administration:
development, operational, consoli-
dation.

Volunteer Clearing House of D.C.
(638-2664) \$50

VOLUNTARY SECTOR VS. GOVERNMENT FUNDING

Mar. 13-14, Mon.-Tues.
How to improve government and voluntary
sector relationships and a review
of research findings in government
funding. Center for Responsive Gover-
nance (223-2400) Marvin Center, G.W.U.
\$75

FEDERAL YOUTH EMPLOYMENT

Mar. 16-17, Mon.-Tues., 9:15am-5pm
An overview of CETA and the status of
youth employment legislation.
National Youth Work Alliance (785-0764)
Carnegie Endowment for International
Peace Center, 11 Dupont Center NW,
8th floor \$150 supportive
\$125 alliance affil.

URBAN ECONOMIC POLICY AND THEORY

Mar. 17-Apr. 28, Tuesdays,
Individual research projects involving
urban economic policy. U.D.C.-Division
of Continuing Education, 929 E St. NW
room 725 (724-4212) \$21

TIME MANAGEMENT

Mar. 18, Wed., 8-9:30pm
How you can accomplish more work in
less time at job and in personal life.
Open University (966-9606)
3333 Conn. Ave. NW \$8

ACSW PREPARATORY COURSE

Mar. 19-Apr. 16, Thursdays, 5:30-7:30
A generic processes perspective:
systems and problem solving. National
Assoc. of Social Workers, Metro Chap.
(347-9893) Catholic U., Shahan Hall,
room 309 \$45

GRANT WRITING WORKSHOP

Mar. 19-20, Thurs.-Fri.
How to improve skills to produce a
grant-winning proposal. Catholic U.,
Division of Continuing Education,
Caldwell Hall, 650 Michigan Ave., NE
(635-5256) \$195

INTEGRATING APPROACHES TO FAMILY

THERAPY, Mar. 19-20, Thurs-Fri. 9am-4pm
Problems, possibilities and potentials
in the 80's. National Catholic
School of Social Service, Catholic U.
(635-5678) \$65

PUBLIC YOUTH POLICY MAKING

Mar. 19-20, Thurs-Fri, 9:15am-5pm
Techniques to improve governmental
advocacy for youth programs. National
Youth Work Alliance (785-0764)
Brookings Institute, 1775 Mass. Ave.,
NW, room 200 supporting \$150
affiliate \$125

THE PSYCHOLOGY OF SURVIVAL-6th CONF.

Mar. 21-22, Sat-Sun.
How human relationships can reduce
stress and alter illness. Saint
Francis Center, Georgetown U. Medical
Center Auditorium (625-7424) \$60

HOLISTIC FUND RAISING TECHNIQUES IN PUBLIC WELFARE AGENCIES

Mar 21, 28, Apr 4, 11, Sat. mornings,
9am-noon
A study of public welfare interests
in relation to private welfare resource
potential and charitable motivation.
UMd. (454-4712) \$75

PROGRAM PLANNING AND EVALUATION

Mar 23, 25, 27, M,W,F, 5:30-8:30pm
Apr 13, 15, M,W, 9am-noon
A focus of needs assessment, organ-
izational skills and methods of
external/internal evaluation.
UD.C., Div. of Continuing Educ.,
4200 Conn. Ave., NW (724-4212) \$32.00

FIFTH SCIENTIFIC MEETING

Apr 2-4, Thurs-Sat.

A sharing of interests in group experiences involving people of varied occupations. A.R. Rice Institute, 1610 New Hampshire Ave., NW, meeting held at Washington Hotel 15th and Penna. Ave., NW \$75
(232-1463)

CHEAP TYPESETTING

April 4, Saturday

How and where to get typesetting at ½ price by participating in work yourself. Open University (966-9606) 3333 Conn. Ave., NW \$7

THE LITTLEST LEARNERS

April 4, Saturday, 9am-12:30pm

Developmental needs of the child from birth to age three. Chesapeake Montessori Society, Farrell School, 7009 Wilson Lane, Bethesda (362-1956) or (229-3033) \$7.50

"SPEAK OUT ON CITY BUDGET CUTS"

April 4, Saturday, 10:00am.

Make your feelings known to members of Congressional committees regarding budget cuts. For more info. call The Gray Panthers (347-9541)

BOARD/STAFF MANAGEMENT WORKSHOP

April 5-8, Sun-Wed.

Workshop series on how to utilize board and staff to best advantage- decisively and economically. National Boardsmanship Institute, (479-4000) Capitol Holiday Inn, 550 C St. NW \$150

MOVING AHEAD IN AGING

April 6, Monday, 9am-5pm

Conference to inform practitioners on policy developments and how to apply new techniques within their agencies. D.C. Providers Council for Services to the Aging, Washington Hospital Center-Nursing School Auditorium, 110 Irving St., NW (483-6409) or (347-9893) registration deadline April 1

EFFECTIVE WRITING FOR MANAGERS

April 7, 9, Tues, Thurs, 9am-noon

Applying principles for effective communications in writing. D.C., Div. of Continuing Educ., 724 9th St., NW, #600, registration deadline March 25 (724-4212) \$32

"YOU VS. LETTERS OF CREDIT"

April 7, Tuesday, 1:30 pm

Seminar presented by Bernadine Martin of the American Indian National Bank, 1701 Penna. Ave., NW, contact Barbara Hughes for reservations (965-4460) \$15

EASTERN REGIONAL CONFERENCE

April 10-12, Fri-Sun.

An experimental approach to education: getting back to one's roots. Chesapeake Montessori Society, Sheraton Hotel, Silver Spring (362-1956) or (229-3033) members \$60 non-members \$65 1 day fee from \$10-\$45

DIVORCE/RE-MARRIAGE IMPACTS ON SOCIETY

April 13-14, Mon-Tues, 9am-5pm

Forum on divorce/re-marriage as it affects a spectrum of socio-economic backgrounds. Groome Center, Wesley Theological Seminary, 4400 Mass. Ave., NW \$115 includes lunch

INTRODUCTION TO ORGANIZATION DEVELOPMENT

April 23-24, Thurs-Fri.

A study to reacquaint managers with the theory of organization change by sampling varied techniques of organization development. Georgetown U.-Professional Development Program, (625-3315) \$190

CITIZEN ACTION FOR A CHANGING WORLD

June 7-11, Sun-Thurs.

New perspectives in social/political trends, opportunity for interaction with governmental decision-makers. National Center for Citizen Involvement, Yale University, New Haven, Conn., (467-5560) \$180 per day \$55

THERMOFAX MACHINE

For barter or to give away, courtesy of the Emmanus Service for the Aging, a Thermofax Copy Machine in unknown condition. Small enough to be lifted and stored on top of a desk. Feel free to stop by the office and take a look.