



Smithsonian Institution Archives

Training Records, 1992-1996

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Training Records
Identifier:	Accession 97-041
Date:	1992-1996
Extent:	3 cu. ft. (3 record storage boxes)
Creator::	National Air and Space Museum. Office of Administration
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Accession 97-041, National Air and Space Museum. Office of Administration, Training Records

Historical Note

Jo Dugi while detailed from the Collections Management Division to the Office of Administration created these records, documenting National Air and Space Museum staff training activities. Initially Dugi was responsible for coordinating the training activities of the Collections Management Division staff. As her duties increased and the program grew to include staff training outside the Division, Dugi's training duties were supervised by the Office of Administration.

Descriptive Entry

This accession consists of general training and program files. Since the training coordinator's program originated within the Collections Management Division, some files overlap the two offices.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

Employees -- Training of
Training manuals

Types of Materials:

Books
Brochures
Clippings
Manuscripts

Names:

Dugi, Jo
National Air and Space Museum (U.S.). Collections Management Division

Container Listing

Box 1

	Training and Program Files
Box 1 of 3	Training
Box 1 of 3	Training: General (2 folders)
Box 1 of 3	Training: Survey
Box 1 of 3	Training: Purchase orders
Box 1 of 3	Training: FY 1994
Box 1 of 3	Training Collection Care
Box 1 of 3	Supervisory Training
Box 1 of 3	Managing Changes
Box 1 of 3	Cultural Diversity Training
Box 1 of 3	HIV-AIDS Training
Box 1 of 3	HIV-AIDS Training, 1995
Box 1 of 3	Negotiation Problem Solving
Box 1 of 3	Sexual Harassment
Box 1 of 3	Federal Personnel Offices
Box 1 of 3	Career Transition Assistance

Box 2

	General Files
Box 2 of 3	Adverse Actions
Box 2 of 3	Accounting Training
Box 2 of 3	Arlington County
Box 2 of 3	Association of Science and Technology Centers
Box 2 of 3	ASTC 5 year review

Box 2 of 3	Campbell Center
Box 2 of 3	Career Track
Box 2 of 3	CPR
Box 2 of 3	Diversity
Box 2 of 3	Equal Employment Opportunity for Supervisors
Box 2 of 3	Equity Training Committee (3 folders)
Box 2 of 3	HIV-AIDS General Correspondence
Box 2 of 3	Industrial Training Inc.
Box 2 of 3	Literacy Training
Box 2 of 3	Management Supervisory
Box 2 of 3	Menopause
Box 2 of 3	Metrics
Box 2 of 3	Mid-Atlantic Association of Museums
Box 2 of 3	Museum Management Institute
Box 2 of 3	National Hospital for Orthopedics and Rehabilitation
Box 2 of 3	National Park Service

Box 3

Box 3 of 3	Office of Information Resource Management (OIRM) Survey
Box 3 of 3	Permissions
Box 3 of 3	Pfeiffer
Box 3 of 3	Perseverance
Box 3 of 3	Philosophy
Box 3 of 3	Photography
Box 3 of 3	Prince Georges County Adult Education
Box 3 of 3	Prince Georges County Community College
Box 3 of 3	Public Speaking

Box 3 of 3	Reading
Box 3 of 3	Self Defense
Box 3 of 3	Self Esteem
Box 3 of 3	Sexual Harassment
Box 3 of 3	SI-Conservation Analytical Lab
Box 3 of 3	SI Office of Fellowships and Grants
Box 3 of 3	SI-Office of Employee Assistance
Box 3 of 3	SI-OEMS
Box 3 of 3	SI-Office of Fellowships and Grants
Box 3 of 3	SI-Office of Human Resources
Box 3 of 3	SI-OIRM
Box 3 of 3	SI-Office of Personnel Management
Box 3 of 3	SI-Office of Museum Programs
Box 3 of 3	SI-Resident Associates Program
Box 3 of 3	Society of American Archivists
Box 3 of 3	The Support Center
Box 3 of 3	Time Management, General
Box 3 of 3	University of Colorado
Box 3 of 3	USDA/U.S. Department of Agriculture
Box 3 of 3	Washington Conservation Guild
Box 3 of 3	Washington, DC Adult Education Classes
Box 3 of 3	Welding
Box 3 of 3	WETA
Box 3 of 3	Writing Handouts