

**MEMO# 1328**

August 9, 1989

## **GENERIC TRAINING AIDS OFFERED BY THE INSTITUTE**

August 11, 1989 TO: BOARD OF GOVERNORS NO. 47-89 ACCOUNTING/TREASURERS COMMITTEE NO. 30-89 DIRECT MARKETING COMMITTEE NO. 25-89 FEDERAL LEGISLATION COMMITTEE NO. 9-89 INVESTMENT ADVISER MEMBERS NO. 42-89 OPERATIONS COMMITTEE NO. 14-89 PENSION MEMBERS NO. 40-89 MEMBERS INTERESTED IN PUBLIC INFORMATION NO. 9-89 RESEARCH COMMITTEE NO. 22-89 SALES FORCE MARKETING COMMITTEE NO. 26-89 SEC RULES MEMBERS NO. 39-89 SHAREHOLDER COMMUNICATIONS COMMITTEE NO. 20-89 TAX MEMBERS NO. 30-89 MEMBERS - ONE PER COMPLEX NO. 27-89 INVESTMENT ADVISER ASSOCIATE MEMBERS NO. 42-89 RE: Generic Training Aids Offered by the Institute

Attached for your information is an updated list of the materials offered by the Institute to aid you in the training and orientation of fund employees. Also attached is a current catalog of the generic marketing materials produced by the Institute. Some of these materials may be used to help educate consumers on various aspects of mutual fund investing. They are also available for use by brokers, financial planners, and insurance agents. Some also conform to NASD guidelines for use as mutual fund generic material or as supplemental sales literature. If you have any questions on how to order any of these items, please call Michelle Worthy at the Institute. Her telephone number is 202/955-3534. Stephanie Brown Marketing Director Attachments

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