

MEMO# 5555

February 4, 1994

INDUSTRY TRAINING PROGRAMS

February 4, 1994 TO: HUMAN RESOURCES AND TRAINING WORKING GROUP NO. 3-94
MEMBERS - ONE PER COMPLEX NO. 9-94 OPERATIONS COMMITTEE NO. 4-94 RE: INDUSTRY
TRAINING PROGRAMS _____ As you
may know, the Institute recently developed a self-paced training program, Mutual Funds:
Basic Training, a 12 to 14 hour course for employees of Institute members and others who
need to understand the basics of the industry (see the enclosed brochure). The course has
been extremely well-received by members, who have purchased approximately 900 copies
in the seven weeks it has been available. A number of members have suggested that the
Institute develop additional courses in various subject areas. Attached is a list of seven
training program needs members have identified. Please help us prioritize these programs
by ranking them according to your level of interest. Add to the list any other ideas for
training courses you may have. Please return the completed response form to Stephanie
Brown at the Institute by February 25. If you are not the appropriate person at your fund
group to respond to this memorandum, please route it accordingly. Thank you for your
assistance. Matthew P. Fink President Attachment _____

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