

TALKING POINTS FOR
SECRETARY ELIZABETH HANFORD DOLE
NATIONAL SECRETARIES' WEEK
WASHINGTON, D.C.
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#2 4/18/84

* I'm delighted to be here and to have this opportunity, during National Secretaries' Week, to tell you personally how much I appreciate your skills, cooperative spirit and friendship.

* I remember National Secretaries' Week last year. My chief of staff gave me a bouquet of flowers and a note saying, "To my favorite Secretary."

* Our secretaries are second to none and we should take the time to tell you that more often. You have proven your worth many times over as an integral part of the team which keeps our airways, highways, railways and waterways safe and functioning.

* I often refer to this Department's 102,000 employees, but during this week we want to focus on the over 4,300 secretaries, clerk-typists and others in clerical positions who do so much to make the rest of us look good.

* I have reviewed the list of events planned for the week and I hope you plan to attend the excellent sessions and workshops.

* I realize it's difficult for your supervisors to make do without you for even a few hours, but I think they can make an exception during National Secretaries' Week.

* Today's panel -- with three top-ranking secretaries from the Coast Guard, FHWA and FRA -- should be especially fascinating. Each of these women started at the GS-2 level and worked her way up to the top of the secretarial profession. I'm sure they have advice from which we could all benefit.

- * There's a career-life planning workshop on Thursday and programs sponsored by the modes throughout the week. FAA will hold a special awards program for secretaries on Friday called, "A Tribute to Excellence." I think that is well-deserved.

- * I'd like to say a few words about our program to promote opportunities for women in the Department.

- * I usually refer to it as our nine-point program, but I understand that as a result of input from our secretaries, it is a ten-point program.

- * We have recently added a training program in career planning to address the special needs of GS-9s and GS-10s who may feel they have reached a plateau in advancement opportunities.

- * The course was developed with input from a task force of your peers. Twenty-two women attended the first session last month.

- * Another session will be held May 21-23, and four more are planned this year.

- * Another growth opportunity at DOT is the upward mobility program, developed for employees in grades GS-9 and below. NHTSA employees here today can be proud that your agency was the first to fill all of their upward mobility positions.

- * Agencies like the FAA, Coast Guard, Marad and OST are adding some of their own slots for upward mobility positions.

* I hope you take advantage of any aspects of our program that will help you and especially urge you to attend the special events planned for National Secretaries' Week.

* 1984 is the "Year of the Secretary." For me -- and for all of us who depend so much on your contributions and talents -- every year should be the "Year of the Secretary" at DOT.

* We know we can always count on your support, willingness to work and dedication, for which we are continually grateful.

* Thank you very much.

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