

HUBBARD COMMUNICATIONS OFFICE
37 Fitzroy St. London W.1

HCO BULLETIN OF MAY 4, 1959

THE PERSONNEL EFFICIENCY COURSE

The Personnel Efficiency Course in London has been changed and is now more in line with the HAS Course. The current schedule:

- MONDAY: 1st hour testing. 2nd hour Cycle of Action. Homework to do something consciously. Get them to cognize that they are surviving right now and destruction occurs when they stop creating consciously. Important work: to create consciously.
- TUESDAY: 1st hour (under Control) Cycle of Action. 1st part START. 2nd part CHANGE. Homework to start something they have been putting off for some time and to start and change something consciously. In CHANGE to get them to find out that change occurs through space and time. To come into Present Time.
- WEDNESDAY: 1st hour STOP. 2nd hour (ARC TRIANGLE) Affinity. Homework to do the whole cycle of START CHANGE STOP and to put affinity in practice. Get them to see that if someone does not like them it is only because of their consideration and nothing wrong with them. Important word consideration and on cycle STOP
- THURSDAY 1st hour REALITY. 2nd hour COMMUNICATION. Homework the whole of ARC. Important word, the agreement in reality. On communication the intention to see how they can handle people through ARC.
- FRIDAY The Goal of Life is Survival. (Let us see what man is actually trying to make survive.) The 8 Dynamics. Homework the reality level of people. 2nd hour testing.

It is evident that the above schedule is strictly for the HAS Course. The P.E. program is divided into two parts. The first part exactly defining control and, of course, one would in his 15 minutes talk after each 45 minutes of defining the word by agreement, give a resume of how that hour applied to living and keep emphasising the necessity of control to BE successful in life. The second half of the course would be on ARC and hereon one would show that good control is only with ARC. In other words, getting a person to like, to be happy and willing to carry out orders or directions.

This will make a big difference in your enrolment on the HAS Course, I assure you, because that is all the HAS Course does. It teaches people (as we have pointed out in the above) what they must be able to do, but what they cannot at present do, i.e. CONTROL WITH ARC. The Course itself is run simply in that the instructor either reads or does not read all the definitions of what one is defining. For instance STOP. He then gives a very short talk on what this has to do with living, what we are talking about, then he asks how it can be applied and then asks someone in the audience for a definition. "What does it mean to him as an individual", because they tend to get lost in dictionary definitions and authorities of other people. So it must be a definition from the first person as to what it means to him. You have to keep pushing them back to this, because they keep getting off the point. When you get a definition from one, ask other people if they agree with it. Occasionally ask them if that means something to them, if that increases their understanding of this term, and so on, etc. After 45 minutes you get them all to agree to one definition, and give a short talk on how that applies to life, and the pitch, which is of course processing and training. On the Course sell PROBLEMS OF WORK, FUNDAMENTALS OF THOUGHT, THE TONE SCALE and ASSOCIATION MEMBERSHIPS.

The secret of running a P.E. Course is as with anything else, based on two things: First is the ability to handle people and their originations and second their communication, being able to invent or create answers four time as fast as they can. And with that I leave you.

PERSONNEL EFFICIENCY COURSE INSTRUCTOR

Purpose: To make a better worker of the worker, a better executive of the executive, a better home sap on all dynamics.

Duties:

1. Prepare room.
2. Get boards ready, which consist of one release form, an O.C.A. test and a note of paper for them to work out on.
3. Put the students in the classroom.
4. Go up and introduce yourself and get to know them.
5. Ask them if they want anything, e.g. any question answered, and when they ask, answer them with stable data.
6. Then give them the boards, have them fill in the necessary forms and then start the O.C.A. test. Time $\frac{3}{4}$ hour.
7. The schedule to be taught is attached.
8. Friday: 1 hour lectures, $\frac{3}{4}$ hour test, $\frac{1}{4}$ hour two-way comm. selling books etc.
9. Write to them on Monday and give them their test results, etc.

On teaching: You take old stable data out and you help student replace with Scientology stable data. If you do this you have no need to worry about selling anything - they are Scientologists for life.

THE COMMUNICATION COURSE

Everybody can talk, but to be able to be understood by another person is something else. In this Course you learn how to make yourselves understood and how to be able to be interested instead of interesting in your conversation, work, in your everyday life. Life looks good to us when we are able to communicate with people, as after all aren't people life?

TIMETABLE

Monday, Wednesday and Friday 7.00 - 9.45

MONDAYTR 0NO BREAKS

Purpose: To be able to confront without fidgeting, embarrassment, being interesting and to be interested.

Student and coach are seated at a comfortable distance apart.

Coach: Never invalidate a student or correct him. Coach is to encourage student, and be willing to be confronted.

WEDNESDAYTR 1 & 2NO BREAKS

Purpose: To teach a student to send an origination across from himself to the coach directly.

Student and coach are seated at a comfortable distance apart.

Coach: To acknowledge that an origination has been received by "Good", "Fine", "O.K.", "All right", "Thank you".

Half-way through change over. Coach is now student, student is coach.

FRIDAYTR 3NO BREAKS

Purpose: Duplicative question. To teach a student to be able to repeat an origination afresh each time as it has never been said before and to acknowledge the answer.

Commands: "Do birds fly?" - "Do fish swim?"

Student and coach are seated at a comfortable distance apart.

Coach: To be able to duplicate a repeated question afresh each time.

THE HAS CO-AUDIT COURSE

This course is run as follows:

You give students $\frac{1}{4}$ of an hour in lecture of the Muzzled Auditing. Muzzled auditing is: Auditor gives the command and acknowledges with Okay, Thank you, Fine, All-right, the execution of the command only. Any other originations he just nods. If there is an ARC break, auditor puts his hand towards the back of his chair and waits for the instructor and instructor handles ARC break.

Stable Data - Instructor audits pcs via auditor.

No student is to speak to instructor without putting his hand by his chair and instructor goes to student. This prevents students from snapping terminals. You will have success this way as a student gets reality as a pc and auditor.

In the $\frac{1}{4}$ of an hour you also make roll-call, answer questions et.

Auditing 1-hr. 10 m. each way. In the end of the evening you allow 10 minutes for auditors reports.

Instructor starts and ends sessions. No breaks.

NINA WEST
Director of P.E. Foundation

NW:MP