

EASTMAN KODAK COMPANY

ROCHESTER, N.Y.

July 24, 1935

Miss Ida M. Tarbell
120 East 19th Street
New York, New York

Dear Miss Tarbell:

I was glad to have your recent letter with further reference to our Kodak Relations Program.

I have had prepared a short summary of our Educational and Training Program, and am enclosing a copy of it. I hope that this will give you the information which you desire.

Yours very truly,

M. B. Folsom

MBFolsom:MDH
Enclosure

SUMMARY OF EDUCATIONAL AND TRAINING PROGRAM

OF

EASTMAN KODAK COMPANY

B A definite program of employing a certain number of younger people as apprentices or ~~beginners~~ both for the trades and for particular operations peculiar to the company ~~is followed~~. No formal apprenticeship agreement is entered into but a plan of training is mapped out for them to follow. In most cases instruction is given within the departments in which they are employed. A

Close cooperation exists between the company in common with many other Rochester industries and some of the local schools offering courses in trade or technical subjects, particularly Mechanics Institute and the technical high school. This consists of assisting the schools in planning courses ~~in the effort~~ to prepare for particular occupations in which there is a demand for workers and a substantial number of individuals graduating from these schools are employed.

There is also a cooperative arrangement with Mechanics Institute by which boys pursue their courses in pairs and alternate between the school and work with the company for specified periods.

The company encourages its employees to take evening courses in local schools of high standing. Those individuals who complete their work satisfactorily in courses which are considered to be of reasonably direct value in their work for the company are given refunds of 50% of the amount of the tuition paid ~~with a maximum refund of \$50.00 for any one school year~~. H

Some years ago a program of supervisors training was started. This is carried out through the medium of group conferences. A general outline and text material is prepared in advance and distributed to the members of the groups which are used as a basis for the general discussion. The subject matter covers all aspects of the supervisors' duties. One or more so-called leader groups are organized in each plant. The discussion of these groups are conducted by the Director of Training or his assistants and the members of the groups then conduct meetings covering the same subject matter among the other supervisors. The groups are kept small in order to get the full benefit of discussion.

A plan is also followed of employing a certain number of young men graduating from the ~~colleges~~ and technical schools. These individuals are given the opportunity to work in various departments in order to familiarize themselves with the business and are finally assigned in various capacities as their abilities and inclinations become determined.