

CANADIAN FOREIGN SERVICE INSTITUTE

4. Centre for Corporate Services Learning

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Overview

Centre for Language Training

Centre for International Affairs-Learning & Management Development



Centre for Corporate Services Learning

Centre For Intercultural Learning

Management Services

PROGRAM OFFERINGS *cont'd*

Delivery Standard

PROGRAM OFFERINGS <i>cont'd</i>		Delivery Standard
5. Information Assistant Certificate Program		
<ul style="list-style-type: none"> ➤ Offered to designated target group of Administrative Assistants, based on competencies in information management and technology ➤ Competency exam administered at the end of the course and graduates certified to perform IMT duties at an advanced level 	<p><i>Offered September-May</i></p> <p><i>Well-designed, bilingual, competency-based material</i></p> <p><i>High calibre trainers</i></p> <p><i>Participants must pass pre-assessment test</i></p> <p><i>Competency assessments administered throughout program</i></p>	
6. General Administration Program		
<ul style="list-style-type: none"> ➤ Includes training such as Orientation for New Employees and Occupational Health & Safety courses, as well as a range of distance learning and self-study courses on such topics as Client Services and Written Communications ➤ Delivered to the general population of the department 	<p><i>Offered on as-required basis</i></p> <p><i>Well-designed, bilingual, job-related material</i></p> <p><i>High calibre trainers</i></p> <p><i>Case studies, exercises & course evaluations</i></p>	
7. Financial Management Program		
<ul style="list-style-type: none"> ➤ Consists of a series of Financial Management courses ➤ Available to indeterminate and determinate employees who are responsible for managing financial resources 	<p><i>Well-designed, bilingual, competency-based material</i></p> <p><i>High calibre trainers</i></p> <p><i>Case studies & exercises to assess competency in financial management</i></p> <p><i>Course evaluations</i></p>	