
HUMAN RESOURCES MANAGEMENT

FSD ADMINISTRATION FOR MCO RECRUITS

5 days in two sessions

OM0016

This course provides participants with an overview of the Foreign Service Directives and familiarizes them with the associated policies and procedures.

Population: Management consular officers

Mode of Delivery: Classroom

HARASSMENT PREVENTION TOOL - "PEOPLE TO PEOPLE COMMUNICATION"

PE1014

This course is provided by the Canada Public Service Agency and has been designed for employees of all levels working within government. It includes several components that are relevant to all employees and others that are more specific to issues managers might face. Directives within the course will guide you to the appropriate content depending on your role.

Population: All employees

Mode of Delivery: Distance Learning - Self directed

HRMS - ADMINISTER WORKFORCE - STAFFING ASSISTANT

2 days

PS0022

This course is designed to familiarize Staffing Assistants with the concepts and procedures necessary to manage employee records in PeopleSoft. The Administer Workforce module is used to hire and maintain employee records. In this course, you will learn how to record an employee's personal and job information in HRMS.

Population: Staffing Assistants

Mode of Delivery: Classroom

HRMS - ASSIGNMENT ASSISTANTS

2 days

PS0106

This course introduces users on how to record assignments for DFAIT employees into HRMS (PeopleSoft). Users are taught how to input assignments, actings, terminations; produce and print reports (PCF) and record related information on the employee.

Population: Assignment Assistants

Mode of Delivery: Classroom

HRMS - ASSIGNMENT OFFICER

1 day

PS0103

This course is designed to familiarize Assignment Officers with the concepts and procedures necessary to view assignment data in PeopleSoft. It focuses on viewing employee information, position and Home/Host data. In this course you will learn how to view medical clearance information, language test results and PCF history. You will also learn how to print an employee's biography and run reports.

Population: Assignment officers

Mode of Delivery: Classroom