

the Department. Beyond a slightly increased interest in the rotational sector on the part of women, we have not identified any new trends.

Six men and five women moved from the Administrative Support to officer categories. It is hoped that this movement will continue as the rotational AS Group is enlarged. It must be recognized, however, that the pool of available talent in the Administrative Support Category is not large, and has already been depleted in recent years by the FS intradepartmental competition in 1976, the internal specialist officer development program in 1977-78, and the rotational AS competitions in 1980.

(ii) This department has not participated in the AT program for a number of years, nor has it appointed anyone to the CAP program since 1979. There are, however, several training programs in place which assist female employees in making career decisions.

The Department offers courses in Basic Management techniques to employees in the Administrative Support Category. Among the topics presented are supervisory skills, job analysis, goal setting, interpersonal skills, delegation, and performance appraisals. In addition there are workshops dealing with assertive skills, resumé preparation and job search techniques. During 1980-81 a career planning guide was developed and will be tested during the current year.