

# POSTING SERVICES CENTRE

For 1990, the Posting Services Centre will be offering the following Pre-Posting Workshops and Information Sessions: **Protocol And Entertaining Abroad**

This workshop provides a theoretical and practical introduction to the protocol and etiquette of entertaining abroad.

## **Cross-cultural Communication**

Enables employees and dependants to acquire an awareness of key factors in cross-cultural communication, and an understanding of culture shock and adaptation.

## **Stress Management**

This workshop will provide employees and dependants with an opportunity to understand the concept of stress, identify potential sources of stress on an overseas posting, recognize symptoms and related diseases, and learn strategies for coping with stress.

## **Coping With The Needs Of The Elderly**

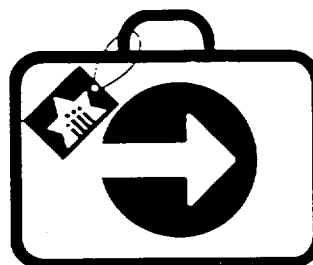
Explore the options available to foreign service employees whose family responsibilities include coping with the needs of an elderly relative.

## **Wills, Estate Planning And Financial Management**

Stresses importance of having a will, and covers various aspects related to wills and estate planning, and deals with various considerations in financial planning.

## **Taxation And The Foreign Service Employee Abroad**

Deals with the changes in the tax situation of the foreign service employee who, as a result of an assignment abroad,



may have to declare rental income or seek exemption for a spouse who no longer earns an income.

## **Property Management For The Foreign Service Homeowner**

Explains the rights and obligations of landlords to foreign service employees who

will be renting their residences in the National Capital Region for the duration of their assignment(s) abroad, and provides helpful pointers about finding tenants.

## **Your First Posting**

Prepares foreign service employees and their spouses for their first assignment abroad by familiarizing them with the Department's administrative role in the posting process, and by examining the organization and functions of a diplomatic mission and the role of the spouse at a mission.

## **First Aid**

Enables participants to develop a "first response" capability in dealing with injuries at posts, and provides training in basic first aid and emergency techniques.

## **Preparing Your Inventory**

Enables employees and dependants to understand the importance of having a thorough and accurate inventory of household and personal belongings, as well as how to begin and organize the process of taking inventory.

*Each seminar will be offered several times up to the end of June (depending on demand).*