

FORM - FORMULE I

Fiscal Year/Année financière

1979-80

EQUAL OPPORTUNITIES FOR WOMEN PROGRAM  
PROGRAMME DE L'ÉGALITÉ D'ACCÈS À L'EMPLOI POUR LA FEMME

## Rationale/Explication

The Department considers it important that support staff among the secretarial group be able to assess their strengths and weaknesses objectively so that they are able to communicate more effectively and problem solve on the job.

## Objective/Objectif

To raise the awareness of secretaries regarding their strengths and weaknesses on the job so that they are able to perform more effectively on the job.

## Action Plans (Activities)/Plans d'action (activités)

The Training & Development Section will:

- conduct personal effectiveness programmes for secretaries at Headquarters where there is demonstrated needs and interest.

## Evaluation Criteria/Critères d'évaluation

- Number of secretaries attending the above programmes.
- Post-course evaluation with secretaries who attended the programme.
- 5% of the Secretarial Group will have attended the personal effectiveness programme.

## Evaluation/Évaluation