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## EMPLOYEE SERVICES PROGRAM

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### COMPREHENSIVE PRE-POSTING ADMINISTRATIVE BRIEFING

2 days

SVPA01

This two-day briefing is mandatory for employees departing for their first posting. Spouses are encouraged to attend when possible.

We will address the following subjects: the Foreign Service Directives (FSD), distribution and compensation services, culture shock, diplomatic and consular immunities and privileges, security at the mission, and critical incident stress management.

**Population:** Employees (spouses are encouraged to attend when possible)

**Mode of Delivery:** Classroom

### CONDENSED PRE-POSTING ADMINISTRATIVE BRIEFING

1 day

SVPA11

This one day briefing is mandatory for employees who have been posted previously. Spouses are encouraged to attend if possible. The following subjects will be covered: The Foreign Service Directives (FSD), culture shock, security at the mission, distribution and compensation services, and diplomatic and consular immunities and privileges.

**Population:** Employees going on a posting who have previously been posted (spouses are invited to attend if possible)

**Mode of Delivery:** Classroom

### BASIC CONSULAR TRAINING FOR SPOUSES

4 days

SVSP03

Certain missions hire locally engaged staff to fill consular positions for short and long term contracts. This course will help participants become familiar with consular functions in the field of assistance to Canadians in distress abroad and on the international and Canadian legal framework of consular duties. Enrolment is limited to those spouses confirmed on a posting this year (bilingual).

**Population:** Spouses

**Mode of Delivery:** Classroom

### IMMIGRATION COURSE FOR SPOUSES

3 days

SVSP13

Many missions hire Locally engaged staff to work in the immigration section for short-term and long-term contracts. This three-day course will provide participants with a general overview of overseas immigration operations. This will include a general discussion of eligibility and admissibility criteria for all immigrant and non-immigrant cases as well as the standards by which the decisions are made.

**Population:** Spouses/partners of employees being posted abroad

**Mode of Delivery:** Classroom