

APPENDIX 3

GROUP \_\_\_\_\_

DATE OF SESSION \_\_\_\_\_

PARTICIPANT ST \_\_\_\_\_

TOPICS FOR DISCUSSION

Your  
Priority  
Listing

OFFICER-STAFF WORKING RELATIONSHIP

About 47% of the total responses indicated that they were very satisfied with their working relationships. An additional 37% were moderately satisfied. Only 12% indicated dissatisfaction. However, numerous comments pointed to the existence of a certain element of class stratification within the Department. A number of STs also complained that they were being treated as robots or living extensions to their typewriters.

TRAINING

Only 52% of all responses indicated that the training received during the initial Ottawa assignment was useful or very useful. This indicates that some changes in training practices are necessary. What type of training would you consider useful and what changes would you like to see in the present system?

LENGTH OF INITIAL OTTAWA ASSIGNMENT

51% of responses felt that initial assignments should be 4-6 months. Another 20% opt for 7-9 months. Should initial assignment length be the same for everyone? If not, how should the ideal length for each steno be determined?

SECOND LANGUAGE

50% of the responses indicate that they have taken or are taking instructions in their second language. About 2/3 of these are doing so at their own expense and on their own time. Only 41% of the responses feel that there is a definite need for second language capability in their job, but 74% feel that present measures for developing such capabilities are inadequate.

UTILIZATION

A great majority of our STs feel that they are being underutilized. This is more pronounced in Ottawa. The major single item of complaint was the lack of assignments that entailed responsibility. Little use of shorthand was next in importance.