

## POSTING SERVICES CENTRE UPDATE (continued)

Beaugard. Outgoing families can obtain information (such as described in the last issue) and assistance in selecting children's schools and initiating registration procedures as well as identifying potential employers for a spouse and forwarding a spouse's résumé to the post. Returning families can pick up copies of Education Reports on Ottawa-Hull, and spouses can consult Lise about employment possibilities.

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In a later issue, we will describe our training function in greater detail. In the meantime, note the following information about our workshops.

### WORKSHOPS

#### Pre-Posting

From late February to mid-June, the Centre offers day and evening workshops for Foreign Service employees and their families preparing for an assignment abroad in order to facilitate their adaptation to the living and working conditions of their new environment and develop their abilities to cope with the changing circumstances of a rotational career. Topics include:

- Stress Management
- Cross-Cultural Communication
- Protocol and Entertaining Abroad
- Coping with the Needs of the Elderly
- First Aid
- Self-Defence
- Property Management for the Foreign Service Homeowner
- Taxation and the Foreign Service Employee Abroad
- Wills, Estate Planning and Financial Management



#### Pre-Posting Briefings.

- Focus on Anglophone Africa, the Arab World, etc.
- Your First Posting

Refer to the Department's Administrative Notices for the calendar and detailed descriptions. For further information, contact Training Officer Christina Dowler at 995-9347. To register, call Joanne Poulin at 992-2224.

#### Spouses

The specific needs and concerns of Foreign Service spouses going abroad are addressed in the following workshops which begin on March 16:

- Career/Life Planning
- Résumé Writing and Job Interview Skills
- Creative Job Search Techniques Abroad
- Mobile Careers
- Entrepreneurship
- Volunteer Work
- The Community Coordinator
- Introduction to Passport Application Processing
- Introduction to Consular Services

Details are made available to spouses on our Direct Communication with Spouses mailing list (they may have their names added to this mailing list by completing the form on page 14). For registration and further information, contact Policy and Special Projects Officer Lynne Dubeau at 995-9751.

A similar series of workshops is put on in the fall for spouses returning to Canada from abroad.

#### Re-Entry

Following up the positive response from those who attended last October's Re-Entry Workshop for Foreign Service employees and families returning to Ottawa, the Centre is hoping to attract greater numbers to this fall's offering. See the article by Pearl Jutzi on Page 14 and plan to attend a session at the Centre next October to relax and share your experiences of returning to Canada from abroad □