

ON ARRIVAL AT POST

CONTEXT

Read this section when you first arrive at Post and during your first 100 days -- when it's a matter of survival! To begin with, you have to move into your new SQ, and take care of family matters. You'll want to consult the Foreign Service Handbook and the Post Report, and to talk to the community coordinator. At the office, there will be pressing needs to respond to; most of the time you will be in reactive mode. At the same time, begin collecting the information needed to set your priorities, formulate your strategy and set up your "proactive" program.

This section is based on the following assumptions:

- that there is no overlap between the previous program manager's departure and your arrival;
- that the outgoing program manager has not left a transition file (if you are fortunate enough to have one, your information-gathering stage will be accelerated, but you must still cover all the bases);
- that before leaving, you obtained and read certain documents that will be of use in analysing and strategic planning;
- that everything has to be done at once (or at least, so it seems)!

Prioritize your workload:

urgent vs. important; proactive vs. reactive

WORK ENVIRONMENT

Familiarization with the Trade Section

- Get to know the team members, their responsibilities, and their professional and personal goals.
- How are the business sectors divided up among the officers? Are all the sectors that have potential covered by someone?
- Have some sectors become less important and therefore less worthy of attention?
- Is the workload evenly shared?
- Is time being managed effectively?
- What type, level and quality of service is being provided to the customers?
- In general, how is the team functioning?
- What are its strengths, weaknesses and actual or potential conflicts?
- Are you aware of any cultural differences that might affect the team's operation?