

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

FORM - FORMULE I

Fiscal Year/Année Financière

1979-80

Rationale/Explication

Secretaries, unlike CRs, frequently find themselves given the chance, or are thrust in emergency circumstances, into telecom, consular, RCMP, NHW, ITC, and CEIC areas without any orientation preparation.

Objective/Objectif

Allow secretaries (the largest group of rotational women) the opportunity of formal instruction in specialist programme areas prior to posting which will encourage mission management to expose the individuals, on a controlled special project basis, to work in non-secretarial areas, thus facilitating their progression at a later stage of their career development.

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

Prior to posting, all Ottawa-based secretaries being assigned to ICER work stations at posts abroad will be given one week's orientation to at least two of the following: RCMP, NHW, Telecommunications Division, etc.

Responsibility: Support Staff Assignment Section
Training & Development Section

Evaluation Criteria/Critères d'évaluation

Written reports from secretaries and managers at the end of the year evaluating the usefulness of this programme.

Evaluation/Évaluation