

Figure 12

SAMPLE WORKSHEET - ANALYSIS OF THE WORK OF THE F.S.O.

Job Duties	Knowledge and Skill Requirements	Training Requirements
<u>A. POLITICAL WORK</u>  1. Reading and scanning of newspapers, periodicals, and publications of all types, either in original or translation, and the auditing or reviewing of relevant radio and T.V. programs - to assess significant political content relative to relationship of country with Canada.	a. Reading Skill	(i) Test for reading and comprehension skill and if significantly below a reasonable standard, provide or obtain training. Should be given as early as possible in working career with possibly a re-testing and, if necessary, refresher training later in career.
	b. Language Facility	(i) Requirement will vary with position and post. If not already done there should be a survey of post requirements and a policy established to cover and this should be integrated with the second Canadian language policy. (ii) As set out in this policy, training should be provided in foreign languages prior to posting abroad. This training should be at Departmental expense since it is a job requirement.
	c. Knowledge of Canadian Affairs including - Government Organization History Geography Culture Political Affairs History of political relationship with country of posting	(i) University Course in Political Science or History as selection requirement. (ii) Orientation Course to cover Canadian Government organization; Department functions, organization, history and philosophy; Department personnel and Department relationships with other government departments. This training should be broken up and each part given at the time it is most applicable to the on-the-job work of the FSO. It should also use participation training methods as much as possible.