

Introduction

"Working for Canada ...at Home and Abroad" is a composite video program of four training sections. Its purpose is to introduce you, as a new employee, to the roles and responsibilities of the Department of Foreign Affairs and International Trade (DFAIT). This Video Guide accompanies the program as an additional learning resource.

You may be viewing the video within a training session at Department Headquarters, or as part of a self-training package at a Canadian mission abroad. The material is designed to provide you with an overview of our activities, our history and our structure.

We appreciate that, as a newcomer, you have a number of duties, policies and systems to learn within a short period of time. For this reason we have tried to keep the video simple and visually-oriented. This Guide contains the text of the video as well as additional information on various topics. For the history section we have added production notes that provide background on the visuals shown on screen. If you are using this Guide as part of a self-training package, read the guidelines on the following page before you begin.

Learning Objectives

By the time you complete this training session you should be able to:

- describe the Department's activities at home and abroad; and
- explain the role and relationship of DFAIT within the Canadian federal system and with other government departments.