

41. *A greater emphasis be put on the development of effective writing skills, and that APOD take a more initiative, rather than responsive, role in training.*
42. *Courses and/or seminars be initiated for officers on personnel management and human relations topics; for example, a one- or two-day Officer/Support Staff session to discuss and demonstrate proper business practices and constructive use of a secretary.*
43. *Pre-posting seminars or briefings be given to prepare for new assignments. A two-week temporary duty as an "observer" in the related geographic division just before posting departure would be a realistic and lasting teaching method.*
44. *Training for, or information on, utilization of new equipment and systems introduced by the Department be given, to assist secretaries in more efficient use of time and resources; for example, Word Processing equipment, computer systems, copy and printing methods.*
45. *Special training be given in Protocol Division, to teach essentials of diplomatic practices as required at more responsible positions at posts.*
46. *Employees posted to countries where neither official Canadian language is used be given at least basic language training prior to leaving for a post. A budget should be provided for this purpose.*
47. *The importance and nature of typing in the job package of a Foreign Service Secretary be re-evaluated.*
48. *Study the possibility of hiring non-rotational typists and rotational typists, bearing in mind the "word processing concept".*
50. *In the immediate future, there be no SCY-1 positions abroad, and that all SCY-1 positions be in Ottawa for training purposes.*