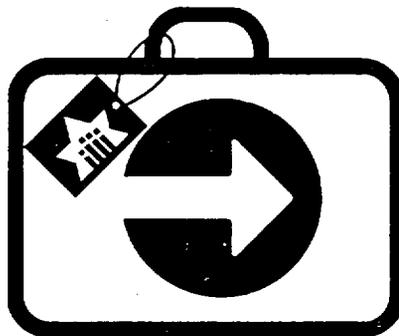


# □ POSTING SERVICES CENTRE UPDATE □

## CHANGES

The arrival of posting season meant staff changes in many Divisions around the Department, and the Centre was no exception. Barbara Cox, Head of Posting Operations and Training for the past two years, left us in July to take up new duties at our High Commission in Kingston. We wish Barbara all the best.



bring returning officers up to date on work-related matters. Dates for the briefing are to be announced. Participants will be contacted as soon as details are finalized.

## POSTING OPERATIONS AND TRAINING

### Pre-Posting Workshops

From March to July, the Section organized 56 pre-posting workshops which were attended by some 567 persons. This attendance was an increase of over 30 percent from previous years, and so popular were some workshops that additional sessions had to be scheduled.

### Senior Executive Pre-Posting Briefings

The Centre has taken over the responsibility of organizing and administering these briefings which are attended by nominated Heads of Mission. Spouses are also invited to attend the week-long sessions, the first of which took place in June.

### Pre-Posting Administrative Briefings

Twenty-six 2 1/2 day briefings conducted from January to September were attended by 450 departmental employees and their dependants, and employees of other government departments who are being posted abroad.

This year the Centre took over the administrative arrangements of the half-day Security Awareness and Personal Safety Program which is now part of our pre-posting briefing. We also added two presentations to the briefing — Personnel Welfare and the Employee Assistance Program.

### Re-Entry Workshop

Because of last year's very favourable response, we plan to offer the program again this fall to employees and families who have recently returned to Ottawa. In order to accommodate as many people as possible, the workshop will be offered at three different times: during the day, in the evening, and on a Saturday.

Details will be published in a Personnel Administrative Notice and a personal notice will also be sent to each employee who has recently returned to Headquarters.

### Officer Re-Entry Briefing

Another addition to the Centre's mandate, this briefing will be held in the fall for officers who have just returned to work at Headquarters. The briefing, comprised of a series of presentations by departmental officers, is intended to

## COMMUNITY LIAISON

### Education

Families returning from posting in the last two years have benefitted from our "Ottawa/Hull Education Report" which provides information on the educational systems and facilities in the National Capital Region. The Report, which was published in 1985, will soon be updated and will be available to families returning to Headquarters next year. The revised version will include an update of school programs such as French immersion.

We will be seeking submissions for proposals to revise the report this fall and will award contracts to two persons.

A notice providing further details about these contracts will be sent to all spouses in the National Capital Region who are on our Direct Communication with Spouses mailing list.

### Workshops

Again this fall, we will be offering workshops designed for spouses of foreign service employees who are interested in entering or re-entering the work force. The workshops in this series will include:

- Career/Life Planning
- Résumé Writing and Job Interview Skills
- Creative Job Search Techniques (Ottawa/Hull)
- Entrepreneurship