

need to take the introductory training course where you will be assigned your sign-on passwords. For more information about the system and training, contact the Planning and Training Division (MCP), 953-5096, of the COSICS Project Office (MCD).

See also: *Headquarters Security Handbook: An Employee's Guide* - Chapter 6 - "COSICS and EDP Security".

COURSE REIMBURSEMENT POLICY

992-9625

The Department will generally reimburse you for any work-related courses taken outside working hours (upon their successful completion). You may also be reimbursed a portion of the tuition for courses which are not directly work-related. Approval for reimbursement should be sought from the Training and Development Division (APF) prior to enrolling in the course. Contact Michael Carroll in APF at 992-9625.

See also: *Human Resources Management Manual* - Chapter 5.11 - "Courses Taken Outside Working Hours".

CROSS-STREAM ASSIGNMENTS

If you are interested in a cross-stream assignment, i.e. an assignment to a stream other than the one with which you are currently affiliated, contact your assignment officer.

YOUR DIARY

It is standard practice to keep a copy of everything that you do (i.e. internal memos, letters to the public, letters for the Minister's signature, etc.) in a separate file in chronological order. This file is commonly referred to as your "diary", and is a valuable asset. Your diary is, in effect, a record of the work you did while assigned to a particular division. It is very useful at appraisal time as it can act as an aid to summarize your past year. It is also an easy way to find that document that you have buried away in the working files. When you leave an assignment, your diary remains in the division and will be invaluable to your successor.
