



# CANADIAN FOREIGN SERVICE INSTITUTE

## 6. Management Services

### CANADIAN FOREIGN SERVICE INSTITUTE

Overview

Centre for Language Training

Centre for International Affairs, Learning & Management Development

Centre for Corporate Services Learning

Centre For Intercultural Learning

Management Services

#### TRAINING REQUESTS

#### Delivery Standard

1. Process training applications and send confirmation to clients	2 days	
2. Process requests for training reports (individual, divisional or other)	2 days	
3. Process requests for training calendars and forward by internal mail	1 day <i>Electronic copy available on CFSI's Intranet</i>	
4. Process LES logistic requests for in-Canada programs	2 days	
5. Process requests for course evaluation results	1 day	
6. Process requests for books/materials related to language training	1 day	
7. Process requests for book loans or other pedagogical items for language training	1 day	
8. Process room/equipment reservations for Bisson or Asticou classes	1 day	

#### TRAINING CALENDAR

#### Delivery Standard

1. Publish yearly training calendar of all DFAIT course offerings	1st week of September	
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#### REQUESTS FROM THE PUBLIC

#### Delivery Standard

1. Process requests from the public received through CFSI's internet site	2 days	
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