

## Professional Courses

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## COURSE DESCRIPTIONS

A typical course description outlines the course contents, who should attend, the duration and coordinator's name and phone number. From this page, three functions can be activated with the large buttons on the right hand side:

- seeing the schedule for all courses,
- reading the relevant policies for the selected course, and
- generating comments for CFSI.

Schedule

Click to select

Appraisal Awareness

Back Care

Basic Consular Cour

Basic Consular (Sp)

B/Bur/Div Sec Mtn

Contact Admin

Crisis Management

Dept'l Prac & Proc

Duty Ofcr. Consular

Es. Speak & Present

1st Aid & CPR-SERV

1st Aid & CPR-SBEH

FS/AS Entry Level

Gen.Acct. (Mission)

Going Abroad with

HQ FINEX Course

Schedule

Directors' Orientation Program

Fall 1995

OK

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## b) POLICIES

Pressing the Policy button shows the policies relevant to the selected course. Highlight a policy title on the left and read the policy on the right.

## COURSE TITLES

After double-clicking on the training program name (the first level of the table of contents) a list of courses appears, indented, below the program (the second level of the table of contents). To get a text describing any one course, double-click that course name and get the next page:

### Management Development Program

Directors' Orientation Program

DIRECTOR'S ORIENTATION PROGRAM

A three day management course for directors recently arrived from abroad and for newly-appointed directors at headquarters. The course accelerates the learning curve of new directors, enabling them to quickly become familiar with Departmental policies and procedures as well as with the current Ottawa operating environment. It helps directors understand the new directions the Department is taking.

During the program senior managers from DFAIT and central agencies discuss the director's role in a variety of circumstances. Topics include: the Department's Operating Environment (the view from the Hill and from central agencies including speakers from the PCO and Treasury Board); Computer Management; the Treasurer's Council; Specialist

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## a) SCHEDULE

All professional courses or all language courses are listed alphabetically. Highlighting a course title in the left window provides the dates of the course in the right window.

DFAIT Learning Policies

Click to view the policy text

Entitlement (Draft)

Developmental Programs (Draft)

Development for Employment Equity

Technology (Draft)

Cancellation (Draft)

Enquiries (Draft)

Policy Text

DEFINITIONS - ROLES - RESPONSIBILITIES (DRAFT)

Employees

They participate with their supervisor in the identification of their learning needs and the establishment of their learning objectives and plans. They are encouraged to take charge of their own learning and to participate actively in learning activities. Employees assist in the evaluation of training and learning activities and finally they apply their learning on the job and share it with their colleagues.

Employees are responsible for performing the duties of their positions competently; this implies:

a) applying themselves diligently to

OK

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