
PERSONNEL MANAGEMENT

Are you prepared to supervise locally-engaged and Canada-based personnel?

- Are you adequately prepared to manage your staff?
- Are job descriptions available?
- Are there any staffing issues that will require your immediate attention? (Consult ABL and area management advisors.)
- Are you aware of contracts and directives (e.g. PAFSO, PSAC, Locally-Engaged Staff [LES] guidelines, FSDs) that apply to you and your staff?
- Have you done reference checks on your staff with personnel at the Post, your geographic division, and other officers who have recently served at the Post?

RESOURCE MANAGEMENT

Are you prepared to manage financial resources at the Post?

- Have you discussed your program with your geographic area management advisors?
- Do Post reports indicate potential shortfalls in human or financial resources?
- Would you benefit from training in financial management? Do you need an update?
- Have you determined the Post travel budget, and how it is allocated within the Post?
- Do you know what your hospitality budget is and how it is allocated among your officers (Canada-based and locally-engaged)?

INFORMATION MANAGEMENT

Is the commercial section fully equipped with computer equipment? Is the rest of the Post?

- Consult with TPP for status, and future hardware requirements.
- Have you taken courses to upgrade your skills in WordPerfect? Windows? WIN Exports? SIGNET? COSICS? TIPPS? TTS?
- Have you consulted with InfoEx about what information they have on your territory?

It is your responsibility to prepare for your posting.

No one else can do it for you.
