
GENERAL CORE COMPETENCIES

TEAMWORK

10 hours

CC1807

This course deals with the importance of strong teamwork in the workplace. It looks at the characteristics of effective teams and the importance of good leadership in building and maintaining teams. A questionnaire is included to assess the effectiveness of a working team.

Population: All employees at missions

Mode of Delivery: Distance Learning - Instructor directed

TIME MANAGEMENT

12 hours

CC1606

This course deals with effective time management, handling interruptions, setting priorities, overcoming procrastination, managing stress and the latest SIGNET IT tools that can be used for managing time.

Population: All employees at missions

Mode of Delivery: Distance Learning - Self directed

TRAVEL DIRECTIVES

60 minutes

FI0908

This on-line tutorial describes the Treasury Board Travel Directive, and presents four typical travel scenarios.

Population: All employees

Mode of Delivery: Distance Learning - Self directed

WORKING FOR CANADA ...AT HOME AND ABROAD

30 minutes

OR0206

This video deals with the role and organization of DFAIT, the history of the Department, how the Canadian government works, and departmental symbols. The video and study guide have been sent to all missions. Employees can obtain a copy of the video in the Library.

Population: All employees

Mode of Delivery: Distance Learning - Self directed

WRITING QS&AS

1 day

CC0911

This course is designed to review the Qs&As process and to examine the current requirements with respect to content, organization and format. Participants will have the opportunity to analyse sample Qs&As, write their own and receive personalized feedback on their work.

Population: All employees who require this specialized training for their jobs

Mode of Delivery: Classroom