

## □ POSTING SERVICES CENTRE UPDATE □

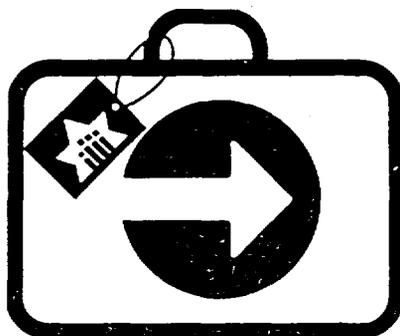
### TRAINING

The posting season has returned, and with it, concerns about travel and moving. In order to assist you, the Posting Services Centre has organized a series of courses, information sessions, and workshops to prepare employees and their spouses for their postings. Pre-posting information sessions are being offered by the Centre from the end of January to mid-September. These three-day sessions cover, among other topics, personal safety, health abroad and the Foreign Service Directives. The staff of the Centre will also assist by making your necessary medical and administrative appointments before you leave. Workshops are being offered this year to help employees and their spouses adapt to new living and working conditions. These workshops, given during the day or evening, cover inter-cultural communication, protocol, first aid, and income tax for FS employees abroad.

This year, for the first time, the Centre is giving information sessions on preparing an inventory of your assets. These sessions, held during the lunch hour, give employees and their spouses assistance in preparing an inventory of their personal effects.

### COMMUNITY LIAISON

More than one-third of the 1 250 questionnaires sent out in the survey on employment for spouses have been completed and returned to the Centre. The data is now being compiled and analysed, and the results will be made known shortly. We wish to thank all who participated and provided useful



comments on this subject. In the employment for spouses program, those who have completed a "Spousal Employment Profile" or have a *curriculum vitae* on file must make sure that employment history, postal address, and telephone number are kept up to date. We occasionally receive requests for candidates from employers with work available, and find that many phone numbers and addresses of spouses listed in our data bank are out of date. Please send any changes in writing to Jacqueline Laviolette at the Posting Services Centre.

### EMPLOYEE ASSISTANCE PROGRAM

The Department recently set up a consultative committee to support the employee assistance program. This committee consists of representatives of management, labour and the Foreign Service Community Association. Its main task is to prepare recommendations for management on various policies and questions related to the program.

May we remind you that we have two counsellors available for work-related problems that might influence your family, personal or professional relations. They are Marjorie Caverly (992-1641) and Bill Devine (992-6167) □



The staff of the Posting Services Centre. From left to right: (standing) Lise Beaugard, Marjorie Caverly, Christina Dowler, Gilles Tassé, Lucette Rochon, Carol Walker, Jackie Laviolette, (seated) Carolle Viau, Tom Boehm (Director General ABB), Loreta Giannetti. Absent, Deborah Birrell, Ann Haley, Bill Devine.