

Family Matters for SERV

*With Pre-Posting Courses
for Everyone*

The Services Centre (SERV) offers a number of workshops and briefings to prepare employees and their families for upcoming postings. The workshops address the many issues and specific problems which may be encountered in the process of preparing employees and family members for assignments.

Administrative information, including the FSDs, mailing privileges and diplomatic and consular immunities and privileges are presented during the mandatory administrative briefings. A two-day briefing is offered to those leaving on a first posting and a one-day briefing for employees who have been on posting before.

Workshops cover the following themes: financial and legal, move-related, family oriented and spousal employment. A variety of other workshops such as protocol, first aid and CPR, staying healthy abroad and working with household staff are also offered.

Spouses/partners are invited to attend the briefings and workshops. A posting confirmation is not needed to register. Details on the program including dates and how to register are available on the SERV homepage. For more information, call 944-7061.

Focus on Spouses

In Pre-Posting Training

Spouses and dependants have access to a variety of courses in getting ready to go abroad.



SERV to SERV you! The people at the Services Centre are ready to help you get ready to go abroad. left to right: Jim Davidson, reception; Leopold Levesque- Services advisor; Lucie Whissell- Services advisor; Diane Eyre - Director of SERV; Sandra Pink- Services advisor; Michelle Wilcox - Medical appointments/new recruits; Deborah Birrell - Deputy Director/Spousal Employment; Susan Dumouchel - Account Executive; Barbara Barr - Employment Assistance Program; Jocelyne Lacroix - Services advisor; Gaylee Franey - Financial assistant/Security Clearances for dependants/Service financier; Aline Taillefer-McLaren - Training Co-ordinator/Education Counsellor/Co-ordinatrice de formation; Nicole Houle-Pelletier - Services Advisor; M-J Wason - Special Projects; Lucie Dumoulin - Career Counsellor; Paulette Smith - FSCA-Foreign Service Community Association.

Specialized courses in the Trade and Political areas are offered to spouses through The Centre for International Affairs Learning and Management Development (CFSD) if space is available once employees have registered, if any pre-requisites for the training are met, and if the course is directly related to work which will likely be done on a posting or on returning to Ottawa. Course descriptions are available on the Department's website at the CFSI home page and training calendars are available through the Registrar's Office in the Pearson building (A4-242).

To register for any training offered through CFSD, spouses should first contact Deborah Birrell, Spousal Employment Co-ordinator in SERV at 995-0384. She can assist with completion of the application form and will send it to the appropriate unit in CFSI for approval by a program manager.

Cross-cultural effectiveness is another important course offered to spouses by the Centre for Intercultural Learning (CFSC).

Contact Judy Chaplin at 994-7773.

The Virtual Campus, CFSI's instructor-led and self-directed distance learning courses on the Internet are available to spouses and dependants.

Call Lucille Lacelle at 944-0743.

Various language learning and maintenance programs are available at the Centre for Language Training (CFLS).

Call the registrar at 953-4751.

Space permitting, some Information Technology training is available to spouses.

Call Mary Jane Champagne at 995-9808.

The Services Centre (SERV) offers a variety of briefings and workshops which spouses/partners are invited to attend. There are also spousal employment workshops which are available to assist in finding employment while abroad.

Call 944-7061 for more information.

SERV PRE-POSTING BRIEFINGS AND WORKSHOPS

The following are courses offered by SERV. Call 944-7061 for details.

MANDATORY ADMINISTRATIVE BRIEFINGS

- Comprehensive Pre-Posting Administrative Briefing
- Condensed Pre-Posting Admin. Briefing

FINANCIAL AND LEGAL WORKSHOPS

- Financial Planning
- Wills and Estate Planning
- Taxation and Customs
- Completing Travel Claims

MOVE-RELATED WORKSHOPS

- Preparing For Your Move Overseas
- Managing Your Property While Abroad
- Going Alone

FAMILY ORIENTED WORKSHOPS

- Taking Your Family Abroad
- Pre-Posting for Teenagers
- Taking Your Teens Abroad
- Living Apart
- Leaving Your Children in Canada
- Care of Elderly Family Members While Abroad

OTHER WORKSHOPS

- First Aid and CPR
- Staying Healthy Abroad
- Protocol and Entertaining Abroad
- Working with Household Staff
- Moving, Protecting and Acquiring Personal Valuables

SPOUSAL EMPLOYMENT WORKSHOP

- Developing Your Portable Career
- International Job Search Strategies
- Self-Employment Abroad
- Teaching English as a Second Language
- Teaching French as a Second Language
- Community Coordinator Training
- Basic Consular Training
- Immigration Course