

POSTING SERVICES CENTRE

The posting period is now upon us. The pre-posting administrative briefing program will continue until September. All employees posted abroad are required to attend the sessions, and spouses are cordially invited to participate. Pre-posting briefing workshops are also available for employees and their spouses. Information on these is published regularly in the Department's Administrative Notices.

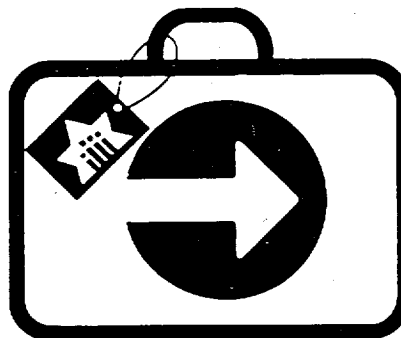
Pre-Posting: Development Aid Stream

The Centre has prepared a pre-posting program for employees in the Development Aid Stream and their spouses posted abroad as part of the CIDA decentralization. More than 80 people have taken the opportunity of obtaining comprehensive, personalized preparation to help them adapt to a new cultural and professional environment. The Centre wishes to thank all the Departmental employees who served as resource persons in these briefing sessions.

Good luck to all new employees in the Development Aid Stream.

Senior Management Sessions

In June, the Centre will organize for the office of the ADM, Personnel, the annual session for senior managers posted abroad and their spouses. The purpose is to discuss with newly-appointed senior management their role and respon-



sibilities in their new positions, and to help their spouses to carry out the representative and administrative duties associated with their status at the posts. We thank the senior managers for their comments on last year's session, which we have taken into consideration

in preparing this year's program.

Community Coordinator Program

The posts have already received the information for the Community Coordinator Program, the budget of which has been slightly increased for 1989-90. We wish to remind the Community Coordinators to send to the Centre the 1988-89 annual report for their program. We hope to publish these reports for the benefit of all, as we did last year.

Education

An administrative circular on educational resources has been sent to the posts. Please remember to send us your report on education for July 1989.

Employee Assistance Program

We have almost completed the briefing sessions for all the senior managers in the Department's 13 sections. This has enabled us to not only publicize the Employee Assistance Program, but to obtain senior management support for it as well.