
A Note To Orientation Session Animators

This orientation session is intended for new employees to the Department and the video addresses their needs. However, certain segments of the video may be used in other training sessions to refresh and consolidate existing knowledge on subjects such as Department history.

Your role as animator

Working for Canada...at Home and Abroad has three segments which deal with the main themes and teaching points of the orientation session. Your role is to develop the themes further to suit the training needs of participants. Relevant local examples, group discussions and exercises will round out your session.

The three segments are:

1. *The Department's Role*
2. *The Machinery of Government*
3. *A Glance Back*

The segments are identified at the beginning of each tape.

Animator's materials

- Video tape (either a compilation tape with all three segments or three individual tapes)
- Video Guide booklet
- 2 flipcharts, markers

Physical set-up

- Plan to hold the workshop in a room which can be darkened enough to easily watch a video.
- Make arrangements to have a VCR, a TV monitor and a remote control unit available.
- The monitor should have a screen large enough to accommodate the number of people in your group. Check the viewing visibility from all areas of the room.
- There are colour bars at the beginning of the video. Every time you use the video, check to see that the monitor's colour is true.