

Director

- Guide sector's projects and resources to avoid obstacles and enhance efficiency
- Delegate responsibility to subordinate managers
- Manage resources to maximize output
- Provide structure and momentum for sector's projects
- Take action by setting challenging but realistic goals for projects in sector
- Manage workforce for current/future needs of sector

Director General

- Perform risk analysis to assess viability of opportunities
- Take responsibility for the outcomes of risky ventures within directorate
- Coordinate activities within directorate to assign accountability and reduce duplication
- Link directorate's programs, services and policies to broad objectives of the organization and the PS
- Secure and mobilize resources
- Manage the workforce for current and future needs of the directorate

Public Service Courses

- *Leading Transitions* (S208 - CCMD)
- *Managing Resources: An Integrated Approach* (T422 - Training & Development Canada)
- *Fundamentals of Budget Formulation and Control* (F002 - Training & Development Canada)
- *Activity-based Costing in the Public Sector* (F013 - Training & Development Canada)
- *Developing Workplans and Budgets* (F706 - Training & Development Canada)
- *Project Management* (R901 - Training & Development Canada)
- *Staff Relations for Managers and Supervisors* (P403 - Training & Development Canada)

On-the-Job Actions to Develop Your Action Management

- Solicit input from people you consider to be "experts" at making risky, yet usually successful decisions. Learn how they go about it, and develop a system that you can use.
- Establish specific monthly measures for the projects or files you are managing. Inform others of your specific expectations including what is to be accomplished and by when.
- On a quarterly basis, ask what you can do to enhance team productivity and job satisfaction. Based on this feedback, obtain the necessary information, personnel or other resources that will help the team meet its objectives.
- Select a few mission-critical things and get them done. Don't get diverted by trivia.

