

## DFAIT Library

*Portfolio Service and Client Coaching Introduced*

The DFAIT library has launched two new programs to make research faster and more efficient, restructuring the reference section into a subject-based portfolio service and client coaching.

The portfolio service consists of five portfolios which mirror the Department's business lines. Each has an assigned reference/research librarian with expertise in the area. Each librarian is also responsible for the hardcopy and electronic information resources related to the area of expertise and provides advice on collection development.

### *Coaching*

Client coaching, the second major initiative, came about as a result of a recently conducted library survey.

"Clients identified the need for more coaching in the use of desktop information tools as a priority," says Jane Kurys, acting manager for coordination and development of services. "Today most clients want to do their own research, they are more savvy about getting information. But getting the most of the tools in as efficient a way as possible has to be a process of education," she says. And so, coaching sessions on research on the Internet were introduced.



On January 26, the Honourable Lloyd Axworthy, Minister of Foreign Affairs, met a group of new DFAIT officers who joined the Department last fall. After a brief statement regarding Canada's position on international security, Mr Axworthy mingled with the group. The photo shows Mr. Axworthy with Adriaan de Hoog, Director General of CFSI, Suzanne Laporte, Assistant Deputy Minister, Human Resources, Theresa de Haan, Yvonne Robinson, Karen Richardson, Sameena Qureshi, Brian Young and Katherine Foster.

Terry Smith, research instruction librarian and library webmaster, presents the three one-hour sessions dealing with search engines, directories, portals, specialized databases and helping clients learn to evaluate and cite Internet resources. Each module is offered three times a month in both languages and comes with a reference manual.

Coaching staff abroad and self-directed computer based training on CFSI's Virtual Campus are planned. As well, the library will develop portals for its web site to tie in the information online.

For further information, call 944-4000 or contact Jane Kurys (SXCI) at 996-3834 about the coaching sessions. You can also link online at the DFAIT web site.

Board Employment Equity Policy are implemented by: conducting a self-identification survey, conducting a workforce analysis, conducting an employment systems review (if under-representation exists) and removing any barriers that may exist and that are not authorized by law, developing strategies to address under-representation; preparing an annual employment equity plan that addresses the causes of under-representation and sets goals for the attainment of a representative workforce, communicating with employees, consulting and collaborating with employee representatives and representatives of designated groups, and maintaining records.

### *How can the Employment Equity Advisor help you?*

The Departmental Employment Equity Advisor (HRP) can provide up-to-date information on the employment equity situation of the Department as well as its action plan, including any specific goals that may be set for the recruitment of designated group members for your employment group. The Employment and Equity advisors will:

## About us

### *Human Resources Policy Division Employment Equity Section*

The Employment Equity Section is part of the Human Resources Bureau of the Department of Foreign Affairs and International Trade. The employment equity advisors provide advice and guidance to the Department on all employment equity issues, such as how to:

- apply the Employment Equity Act which came into force on October 24, 1996.
- ensure that the main obligations of the Employment Equity Act and Treasury

- ensure equitable treatment in training and development
- act as arbitrators
- participate in the organization of employment awareness events

Editor-in-chief: Louise LaRocque  
Writer/Editor: Suzanne Friedlaender  
Coordination: Jean-Pierre Leduc  
Photos: Steve Johnson, Max Photography  
Ron Panthaky, BCS  
Jean-Pierre Leduc, CFSM

### **Where to reach us:**

Canadian Foreign Service Institute – CFSI 944-0011  
Centre for International Affairs Learning and Management Development – CFSD 944-7763  
Centre for Corporate Services Learning – CFSS 944-0616  
Centre for Language Training – CFLS 953-4751  
Centre for Intercultural Learning – CFSC 997-1197  
Centre for Management Services – CFSM 994-7182



Printed on Recycled Paper