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## USEFUL RESOURCES/WEBSITES

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### **BISSON CAMPUS GUIDE**

Many of CFSI's courses are delivered at our Bisson facility in Gatineau, a 10 minute car ride from the Lester B. Pearson building. A Visitor's Guide to the Bisson Campus is on CFSI's Intranet site at:

<http://intranetapps/cfsi/virtual/10AboutCFSI/Guide2Bisson/GuideIndex-e.asp?WhereTo=Pearson2Bisson>. Paper copies of the guide are also available in CFSI. The guide provides details of the services offered and includes directions and a map on how to get from the Lester B. Pearson Building to the Bisson Campus.

Messages may be left for students with the Bisson Campus reception at (819) 956-7027 or by fax at (819) 994-7190. Students are responsible for checking with the reception for messages. Urgent messages will be delivered to the student's classroom.

### **BISSON RESOURCE CENTRE**

The Resource Centre (Room 109 at our Bisson Campus) offers educational material for languages being studied (e.g. text books, audio or video cassettes, dictionaries, linguo-cultural aids). The Resource Centre records foreign language news or cultural Programs on video tapes from SCOLA (Satellite Communication for Learning). Course instructors should be consulted for further details. Hours of operation are from 8:00 a.m. to 4:00 p.m. Monday to Friday.

### **CANADA SCHOOL OF PUBLIC SERVICE**

Through the Canada School of Public Service, federal public servants have one-stop access to the common learning resources they need to effectively serve Canada and Canadians.

For more information, please visit their website at [www.myschool-monecole.gc.ca](http://www.myschool-monecole.gc.ca) where you will find information on:

- the new *Policy on Learning, Training and Development* and the new role for the school;
- key components of foundational learning, including orientation training on authority delegations, official languages, professional and leadership foundations;
- descriptions for all School classroom and online courses, as well as planned conferences and special events; and
- information on the School's support to organizations and the public service through organizational leadership and innovation in public management.

### **CFSI TRAINING POLICIES**

Policies regarding training are available on the Department's CFSI intranet site at:

<http://intranetapps/cfsi/virtual/16TrainingPolicies/TrainingPolicies-e.asp>

### **CFSI VIRTUAL**

Information regarding CFSI training such as course and Program descriptions, target audience and dates is available in hard copy through the Registrar's office or electronically via the Department's CFSI intranet site at:

<http://intranetapps/cfsi/virtual/menu-e.asp>

### **HORIZONS**

The Horizons Intranet site brings together all the information and tools that are useful and relevant to members of the Trade Commissioner Service at post and at Headquarters. It includes such diverse content as sectoral information, service delivery guidelines, an orientation kit for new employees, a list of essential information for Program managers and a handover log. Horizons is managed by the Trade Commissioner Service Operations Division.

The Horizons Website is located at: [http://intranet.dfait-maeci.gc.ca/trade/tcs-sdc/horizons/main\\_e.asp](http://intranet.dfait-maeci.gc.ca/trade/tcs-sdc/horizons/main_e.asp)