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## GENERAL CORE COMPETENCIES

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### OFFICIAL HOSPITALITY OUTSIDE CANADA

3 hours

CC4001

This course reviews the Official Hospitality Outside Canada policy. Topics include: the allocation of hospitality funds; the establishment of unit costs for hospitality functions; the circumstances under which hospitality can be extended or received; admissible and non-admissible hospitality expenditures; hospitality advances, reports and expense claims.

**Population:** Employees at missions who administer or receive hospitality funds

**Mode of Delivery:** Classroom

### ORIENTATION TO DFAIT 101

1 day

OR0101

This one-day orientation will introduce new employees to the role and organization of the Department, departmental practices and the navigation of a SIGNET desktop. It also includes a tour of the Pearson Building and an opportunity to meet a departmental senior manager who will discuss his/her work experience in the Department.

**Population:** All newcomers to the department: employees, contractors, students and persons on secondment

**Mode of Delivery:** Classroom

### SPEED READING

30 minutes per day with up to 5 weeks of practice

CC0606

Learners will identify their present reading speed and practice techniques for faster reading.

**Population:** All employees at missions

**Mode of Delivery:** Distance Learning - Self directed

### STRATEGIC WRITING

3 days

CC0471

In this course, you will learn how to write Qs&As for use in Parliament, Memo to Ministers, briefing notes and reports. You will learn to develop strategies to streamline your own writing process. The course will touch on other aspects of writing such as editing and information management. You will develop a critical eye with respect to your own as well as other's writing, and will acquire techniques required to integrate the communication approach and the specific needs of DFAIT.

**Population:** All new entry-level rotational officers; all rotational and non-rotational officers who require this specialized training for their job

**Mode of Delivery:** Classroom

### TEAM EFFECTIVENESS - MANAGEMENT CONSULAR OFFICERS

0.5 day

CC4702

This course is designed for the participants of the Management Consular Development Program. At the end of the course, participants will have a better understanding of group dynamics, conflict resolution, teamwork and how to give feedback.

**Population:** Management Consular Officers

**Mode of Delivery:** Classroom