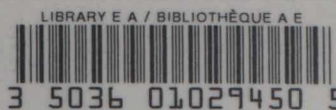


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Department of Foreign Affairs and International Trade
Ministère des Affaires étrangères et du Commerce international

Canada



Dept. of Foreign Affairs
Min. des Affaires étrangères

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Savoir-faire

CFSI NEWSLETTER FEBRUARY 2000

Management Consular Officers

Rigorous Training for Duties Abroad

The entry-level training provided to Management/Consular officers (MCO) is one of the most intensive programs offered within CFSI. Following their participation in the initial orientation and core training with their FS colleagues in September, MCO recruits are given an on-the-job learning (OJL) assignment under the guidance of a supervisor/mentor. During the period of October through January, in addition to carrying out the duties of their OJL assignment, recruits are required to attend approximately 30 days of classroom training designed primarily to prepare them for the variety of responsibilities they will face when working abroad. This training covers the provision of Consular services and the management of Financial, Property and Materiel programs at missions as well as the Human Resources management of locally engaged staff (LES).

In order to reinforce their classroom training, entry-level Management/Consular officers typically receive a temporary duty (TD) assignment abroad for approximately 3 weeks during February/March. This year, for the first time, the TD assignment will be a fully integrated component of the training program, designed and managed by CFSS. This will help ensure the consistency and effectiveness of this important part of their preparation for working and living abroad.

When the officers return to Ottawa after their temporary duty, they will have to pack their bags again to set off in April on the cross-



The entry-level Management/Consular officers in this class are: back row, from the left: Steven Chapman, Luc Cormier, Chuck Andeel, William Douglas, Ray Frankhauser, Devraj Harry-Paul Marie-Josée Gingras, Manuel Mulas and Josée Rivard; front row: Nancy Westhaver, Neeta Chhibber, Marlène Gagné, Perry Samoyloff, David Marion, Tony Cantin, Isabelle Desjardins and Simon Flamand-Hubert. Absent: Johanne Coulombe.

Canada study tour with their FS colleagues, following an itinerary prepared in consultation with CFSI. A supervisory development program is next in early May. For most MCOs, this is followed by pre-posting preparation with courses geared to their specific assignments.

SERV Pre-posting Program 2000

Employees and Spouses Invited

The Services Centre (SERV) will be offering a pre-posting program from February to June. The program includes mandatory administrative briefings as well as a number of workshops. The mandatory administrative briefing offers valuable and essential administrative information on preparing for a posting. The workshops cover a variety of subjects such as Wills and Estate Planning, Preparing Your Move, Taking Your Family Abroad and Protocol and Entertaining Abroad. Employees and spouses who are planning on being posted during the year 2000 are invited to attend.

SERV also offers spousal employment workshops from April to June for spouses who are being posted. Some of the workshops are Developing Your Portable Career, International Job Search Strategies, Self-Employment Overseas and Teaching French or English as a Second Language. The objective of these workshops is to assist spouses in finding employment while on posting.

The pre-posting program and the spousal employment workshops will be announced in mid-January through Signet and on the HPD homepage. For more information, please contact Aline Taillefer-McLaren at the Services Centre (995-8910).

Erratum

Oops! We're so sorry. In the December issue we incorrectly identified Patricia Fortier, IDC, as Patricia Lortie, IMD, in the Strategic Leadership group photo.