

CHAPTER 4

Completion of the Skills Development Form

The Skills Development Form¹ replaces the Training and Development Form that was contained in Part V of the old FS Appraisal Report, Form No. EXT-743. *This form must be completed and submitted at the same time as the appraisal report form.*

The Skills Development Form is a management tool and a "management-driven" document used to identify current and future training requirements. Any gaps or lack of skill base should be identified on this form along with any specific training that would help the employee improve his or her performance. The completed Skills Development Form will be forwarded to the Canadian Foreign Service Institute (CFSI) and the appropriate Personnel Assignment Division. It will not form part of the appraisal report or be placed onto the employee's appraisal file.

Section 1: Employee career information

- (a) The employee should identify his/her career aspirations as well as the types of employment in which he/she is interested.
- (b) The employee is asked to provide a list of courses and training taken, and qualifications or skills acquired during the review period, including any self-development and/or volunteer activities.
- (c) The employee should identify any skills and knowledge training that he/she:
 - (i) needs to acquire with respect to his/her current assignment.
 - (ii) would like to develop and/or improve with respect to his/her career.

Section 2: Supervisor's comments

Any training and development recommendations for the employee's present and future career development should be addressed by the supervisor in this section. The

¹ See Appendix I - Skills Development Form, completed example