

## Appendix 4: Learning Action Plan

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### 1. Training Activities

#### 1.1 Computer Literacy (All Phases):

- Introduction to present software and to use it most effectively
- Introduction to the Internet
- Lotus Notes® and/or the Department's Client Tracking System
- How to use e-mail

#### 1.2 Language Training (All Phases)

- Report writing skills in English
- Spoken and written French

#### 1.3 Government Structure and/or International Trade (Phase 1)

- Canadian context:
  - Government of Canada, DFAIT, Team Canada
  - Power groups in business and political communities
  - Cultural elements
- Mexican context:
  - Governments at the federal, state and municipal levels
  - Power groups in business and political communities
  - Cultural elements
- Overview of Canadian and Mexican bilateral relations

#### 1.4 Trade Policy and/or Economics (Phase 2)

- Basic understanding of trade policy, economics and finance as relates to trade
- Basic understanding of the NAFTA and other trade agreements
- Expertise in trade policies relevant to specialty sector of staff (i.e., officer in telecommunications: the NAFTA and WTO agreements and/or negotiations)
- Micro- and macro-business perspective
- Legislation, tariffs
- Financing of projects

#### 1.5 Sectoral Expertise (Phase 3)

- Powerful sector by province
- Economic structure of regions
- Specific technical advantages of Canadian goods