

PERSONNEL MANAGEMENT BUREAU

6. Services Centre

BRIEFINGS & WORKSHOPS

Delivery Standard

PERSONNEL MANAGEMENT BUREAU

Overview

Assignments Division

Recruitment, Counselling & Promotion Division

FSD Policy & Administration | Division

Executive Pool/Heads of Mission Division

> Services Centre

Employee Assistance Program

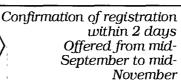
1.	Pre-posting briefings - briefings and workshops related to the needs of rotational employees and their families
2.	Re-entry briefings - briefings

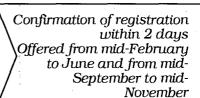
and workshops related to the needs of rotational employees and their families

3. Spousal workshops - offered to spouses of rotational employees or employees assigned on single assignments to assist in finding employment while abroad and when returning to Canada

4. Retirement workshops - offered to employees and spouses to assist in their preparation for retirement

Confirmation of registration within 2 days Program offered from mid-February to end of June





Confirmation of registration within 2 days
Offered from midSeptember to end of March



SPOUSAL EMPLOYMENT

Delivery Standard

1.	Provide information and assistance on job placements, building work search skills and networking

Acknowledge request within 2 days



2. Provide password and guidance on how to post resumes on the spousal databank

Acknowledge request within 2 days



3. Provide information, guidance and funding to missions hiring a community coordinator

Acknowledge request within 2 days



4. Provide audits and assistance to spouses regarding FSD17 claims

5 days to process claims, if all documents provided 15 more days to receive payment from PWGSC



5. Provide information and guidance to managers on the spousal databank

Within 2 days

