
HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT IN THE DEPARTMENT

43 minutes

OR0309

This online tutorial describes the hierarchy of the Departments and the types and roles of Canadian missions abroad. As well, the Departments' five strategic objectives show how departmental priorities are derived from these objectives, some of which directly affect Human Resources. You will also learn the different roles of the bureaux in Human Resources. The three distinct staffing systems including the assignment process for the rotational staffing system are also described.

Population: Human Resources Management employees

Mode of Delivery: Distance Learning - Self directed

OCCUPATIONAL HEALTH AND SAFETY

42 minutes

PE0309

Occupational Health and Safety is a federal labour legislation under the Canada Labour Code, Part II. The purpose of the Canada Labour Code, Part II is to prevent work-related accidents, injuries and illnesses and to promote a healthy and safe workplace. Module 1 is specifically for managers and supervisors, and Modules 2 through 4 are for all employees.

Population: This course is mandatory for all employees

Mode of Delivery: Distance Learning - Self directed

PERSONNEL MANAGEMENT OF LOCALLY ENGAGED STAFF FOR MCOS

6 days

OM0011

This blended learning course provides participants with the knowledge and skills required to manage and administer the Locally Engaged Staff Regulations and Guidelines at a mission abroad. Areas covered include the process for establishing compensation levels and classification standards as well as policy and procedures relating to staffing and staff relations.

Prerequisites: LES Personnel Administration (PE0147)

Population: Management/Consular officers, program managers and others who will have the responsibility for the management and administration of LES at a mission abroad

Mode of Delivery: Classroom

ST. JOHN AMBULANCE STANDARD FIRST AID COURSE

2 days

PE0901

This two-day course provides participants with basic first-aid knowledge and skills. Course topics include: emergency scene management; artificial respiration; choking; wounds and bleeding; shock and fainting; fractures; head and spinal injuries; eye injuries; one-rescuer CPR; burns; poisons, bites, stings; heart attacks and strokes; medical conditions; and environmental injuries.

Population: Fire Floor Emergency Officers

Mode of Delivery: Classroom