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# LEADERSHIP AND MANAGEMENT DEVELOPMENT PROGRAM

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## DEPUTY DIRECTOR MANAGEMENT TRAINING IN AN INTERNATIONAL CONTEXT

5 days

MN0242

This course is based on the competency profile developed by the Public Service Commission for its middle-managers and specifically adapted for our Department. The aim of the course is to provide participants with key skills and knowledge which will enable them to become effective managers in a Foreign Affairs context. Topics include leadership, communication, values and ethics, establishing and maintaining effective working relationships, feedback and coaching, change management and teamwork. An upward feedback exercise is required prior to the course and will be coordinated by CFSD.

At the end of the course, participants will be able to:

- understand your role as a manager and a leader;
- apply leadership models to appropriate situations in the workplace;
- have a better understanding of your management style and the impact of this on others;
- implement appropriate strategies to make your management style more effective.

**Population:** Deputy Directors who have been managing staff for a minimum of six months prior to the course

**Mode of Delivery:** Classroom

## DIRECTORS' ORIENTATION PROGRAM

5 days

MN0492

The purpose of this course is to prepare newly appointed Directors to assume their managerial responsibilities. The participants will meet with Senior Managers to acquire a better understanding of their roles and contributions in light of Departmental priorities and main challenges. Participants will participate in an on-line simulation which presents HR and Financial management issues that occur during a year in the life of a Director at Headquarters. They will meet with Departmental HR and Financial experts and through practical exercises will build on the knowledge and skills acquired during the simulation.

In addition, the participants will undergo a 360 feedback exercise which will give them access to how their leadership competencies are perceived by others, and consequently will develop strategies to improve their leadership effectiveness.

At the end of this course participants will be able to:

- understand your role and responsibilities in the context of senior management expectations and new departmental directions and priorities;
- make more informed decisions in the areas of human and financial resources management and have an awareness of the resources available if assistance is required;
- better understand your management style and its implications and develop strategies to manage more effectively.

**Population:** Directors recently arrived from abroad and newly appointed Directors at Headquarters

**Mode of Delivery:** Classroom

## HEADS OF MISSION PRE-DEPARTURE (HOM)

10 days

MN0393

This course provides participants with the competencies necessary to assume a leadership and managerial role in the diverse Programs of a mission: organisational awareness, vision, communication, team building, action management, inter personal relation and values and ethics. It will also prepare Heads of Mission to represent Canada's interests and government priorities at their missions.

**Population:** Newly appointed Heads of Mission

**Mode of Delivery:** Classroom