

the Department. Beyond a slightly increased interest in the rotational sector on the part of women, we have not identified any new trends.

Six new and five women moved from the Administrative Support Category. It is hoped that this five support to other categories. It is hoped that this Government will continue as the rotational AS Group is enlarged. It must be recognized, however, that the pool of available talent in the Administrative Support Category is not large, and has already been depleted in recent years by the 15

interdepartmental competition in 1975, the internal specialist career development program in 1977-78, and the rotational AS competition in 1980. This department has not participated in the

AT program for a number of years, nor has it appointed anyone to the CAS program since 1979. There are, however, several training programs in place which assist female employees in making career decisions.

The Department offers courses in Basic Management techniques to employees in the Administrative Support Category. Among the topics presented are supervisory skills, job analysis, goal setting, interpersonal skills, delegation, and performance appraisal. In addition there are workshops dealing with executive skills, resume preparation and job search techniques. During 1980-81 a career planning guide was developed and will be tested during the current year.

Departmental efforts to increase the number of women in the rotational sector will continue to be a high priority. It is hoped that this five support to other categories. It is hoped that this Government will continue as the rotational AS Group is enlarged. It must be recognized, however, that the pool of available talent in the Administrative Support Category is not large, and has already been depleted in recent years by the 15