

**B. Training for LES**

1. CFSI has developed a strategy for training LES which will be posted on the Intranet by the end of June, 1999.
2. CFSI will create by September the position of "LES training programme manager".
3. CFSI will develop and distribute to missions a range of general orientation materials for LES (self-learning guides, videos, etc) on Canada, the Canadian Government, DFAIT and DFAIT policies and programs.
4. With SRD, CFSI is developing a multi-year program to upgrade LES skills in property and materiel management.
5. With TBD, CFSI is identifying recurrent training needs of LES involved in the IBD business line.
6. With the IMS Project and the geographic AMAs, CFSI has developed competency levels for LES MAOs and Accountants performing duties in IMS.
7. A Programme for the LES Administrative Support group has been developed. As a start, ten receptionists from USA missions will be part of pilot in September 1999.
8. CFSI has developed new distance learning tools, including the Virtual Campus which is now operating, and the IMS Distance Learning Program which is also in full swing. Further distance learning techniques will be pursued and implemented.

**C. Training that Meets the Needs**

1. Entry-level training for new FS is being redesigned to become flexible, individually tailored and job-oriented.
2. Several entry-level courses will be open to rotational and non-rotational officers. (Access to these courses will be decided jointly by employees and their supervisors with involvement of the Human Resources Bureau.)
3. CFSI will be piloting an Information Assistant Certificate program beginning in September 1999.