# ANNOTATED INDEX

External Affairs is rapidly introducing new technology in the form of computers and word processors. In response to these innovative practices, the Personnel Branch has issued this document as a guide to managers which focuses on the related personnel issues. This guide has four parts.

Part One: This deals with the Human Aspects of technological change and provides information on past experiences with technology, and suggests factors which encourage success. This section provides useful background material for the introduction of all types of technology. The employee and cultural factors are considered particularly critical. A checklist is provided for managers to ensure system and employee needs are met.

Part Two: This provides a method for managing the human aspects related to introducing new technology. The methodology is more appropriate to the introduction of large systems. Managers contemplating the use of personal computers or word processors will find, however, that the overview provided will be of assistance to them.

Appendix A: How to Acquire a Computer.

Appendix B: Identifying Employees affected by a System. The questions in the Annex are intended to help you decide who is affected and how. It will be of most use to users working with computer systems.