
GENERAL CORE COMPETENCIES

General Core Competencies courses are managed by CFSD and CFSS and are available to indeterminate and determinate employees who require specific training for their job. **All courses are bilingual unless otherwise indicated.**

For course deliveries please visit the Website at: <http://intranetapps/cfsi/Virtual/12CFSIPPrograms/ProgrammeInfo-e.asp?id=6>

General Core Competencies Course List:

Administrative Assistant Development Program (AADP) - Part I - Introductory Session	18
Administrative Assistant Development Program (AADP) - Part II - Pre-Posting Session	18
Client Services	18
Communication and Interpersonal Skills	18
Conducting Effective Meetings	18
Diplomatic Writing	19
Etiquette and Protocol	19
Managing Conflict and Problem Solving	19
Media Relations	19
Official Hospitality Outside Canada	20
Orientation to DFAIT 101	20
Speed Reading	20
Strategic Writing	20
Team Effectiveness – Management Consular Officer	20
Teamwork	21
Time Management	21
Travel Directives	21
Working for Canada ...at Home and Abroad	21
Writing Qs&As	21
Writing Skills I	22
Writing Skills II	22