



LEARNING ROLES & RESPONSIBILITIES

DFAIT, in promoting a learning culture, is developing supportive tools, processes and resources to improve your development and effectiveness as a manager. The following is a summary of the responsibilities that your organization, your manager, and you as the learner have towards ensuring that effective learning does occur. We have also outlined the roles and responsibilities associated with acting as a coach and/or mentor, as well as strategies to find a coach and/or mentor.

You

Take an active role in managing your own learning:

- self-assess
- seek feedback
- request support for formal learning opportunities

Understand the competencies required for current and/or future management levels

Your Manager

Support efforts to learn & grow in line with departmental objectives:

- provide on-the-job challenges
- approve relevant courses while balancing team needs
- become an effective learner himself/herself

Role as coach: provide constructive feedback, share experiences, and challenge you to reach your potential

CFSI

Offer leadership development courses that enable participants to learn through action, feedback & reflection

Support for informal learning processes:

- access to resources, feedback tools, self-assessment instruments
- access to coaches & mentors

DFAIT

Provide information on competencies for different management levels and career streams

HR

Link Human Resources processes with learning (e.g., succession planning, performance management, career management, rotational programme)