

A Note To Orientation Session Animators

This orientation session is intended for new employees to the Department and the video addresses their needs. However, certain sections of the video may be used in other training sessions to refresh and consolidate existing knowledge on subjects such as Department history or the symbol system.

Your role as animator

"Working for Canada ...at Home and Abroad" has four sections which deal with the main themes and teaching points of the orientation session. Your role is to develop the themes further to suit the training needs of participants. Relevant local examples, group discussions and exercises will round out your session.

The four sections are:

1. *The Department's Role*
2. *The Machinery of Government*
3. *A Glance Back*
4. *Department Organization and Symbols*

Animator's materials

- Video tape
- Video Guide booklet
- 2 flipcharts, markers

Physical set-up

- Plan to hold the workshop in a room which can be darkened enough to easily watch a video.
- Make arrangements to have a VCR, a TV monitor and a remote control unit available.
- The monitor should have a screen large enough to accommodate the number of people in your group. Check the viewing visibility from all areas of the room.