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PROFESSIONAL SCHOOL

C. NEW DIRECTORS PROGRAM

Course outline:

3 days

**Foreign Policy Development & Coordination
The Department's Operating Environment
Departmental Outreach & Media Relations
Privacy & Access to Information Acts
Security Role of Management
Departmental Organization
Management Responsibilities of a Director
Financial Planning & Control
Impact of Office Technology
What Personnel Can Do to Help Directors Manage
Training & Development as a Managerial Responsibility**