



Secretariat

ST/IC/1995/8
28 February 1995

INFORMATION CIRCULAR

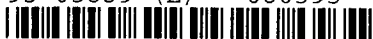
To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MISSION-READINESS WORKSHOPS*

1. The past several years have witnessed an exponential growth in the number of opportunities for staff to serve the Organization in a wide range of field operations. These opportunities present possibilities for staff to enhance their skills, broaden their scope, demonstrate flexibility and attain personal growth, which can serve them well throughout their careers. With the goal of enhancing the mission-readiness of its staff, the Organization has developed workshops to assist staff members in preparing themselves for mission assignments. Planning ahead, for both staff and management, is critical.
2. The purpose of the present circular is to inform staff members of the possibilities available to improve their mission-readiness. Mission-readiness is a long-term process that begins the moment a staff member considers the possibility of mission service, continues throughout the period of mission service and even involves some follow-up on return. Staff should also bear in mind that physical and emotional well-being are also critical elements of mission-readiness and participation.
3. The Office of Human Resources Management, in cooperation with the Department of Peace-keeping Operations, is offering workshops three to four times per year to provide staff with the tools they need to enhance their mission-effectiveness. These workshops include: orientation sessions conducted by management and operations personnel; a comprehensive readiness checklist; wills and powers of attorney; stress management; a certificate first-aid course, including cardiovascular pulmonary resuscitation; automobile trouble-shooting; and operation of a two-way radio.

* Personnel Manual index No. 4490.



4. Staff members are encouraged to advise their supervisors of their interest in participating, in the first instance, in undertaking a mission assignment as well as their interest in participating in these workshops prior to mission departure.

5. Supervisors are encouraged to discuss with staff members their plans for future mission assignments. They should encourage staff who have demonstrated qualities indicative of mission potential to register for and attend the mission-readiness workshops.

6. The next mission-readiness workshops are scheduled for 5 and 6 April 1995 and 18 and 19 October 1995. To register, staff should send the attached form to the Training Service, room S-2445. Information will also be posted on bulletin boards, in the Secretariat News and in the Staff Counsellor's Office (room S-0505, extension 3-7092).



Office of Human Resources Management

Training Service
and the
Office of the Staff Counsellor

MISSION-READINESS WORKSHOP

APPLICATION FORM

NAME: _____

DEPARTMENT: _____

ROOM NUMBER: _____ EXT.: _____

EXPECTED TO TRAVEL TO: _____

EXPECTED DATE OF DEPARTURE: _____

PLEASE INDICATE WHAT SESSION YOU WOULD LIKE TO ATTEND:

APRIL SESSION: _____

OCTOBER SESSION: _____

Signature of Staff Member

Signature of Supervisor

PLEASE SEND APPLICATION TO TRAINING SERVICE - ROOM S-2445