

HOW TO PRIORITIZE ACCESS TO LANGUAGE TRAINING

The following are considerations to keep in mind when deciding who should receive language training. They are presented in no particular order.

Integrating language training into your human resources plan is essential to maintaining bilingualism in the public service.

Human resources considerations

- Positions affected by a change in the language requirements
- Non-imperative staffing actions

- Representation of employment equity groups

Legislative and policy

Employment equity

Career development

Succession planning

Talent management

- Need for future bilingual capacity
- Need to develop the bilingual capacity of feeder groups

- Potential for language training early in the employee's career

- Level of bilingualism of employees in staffing inventories
- Learning opportunities for employees who have a talent management plan

General considerations

Costs

- Cost of language training
- Cost of replacing the employee during language training

Learner's efforts

- Initiative taken by the employee to use self-directed language learning resources (for example, the Mauril application, courses offered by the Canada School of Public Service, free websites and applications)

Operational impacts

- Capacity of the organization to absorb the workload while the employee is away on training

Training style

- Type of language training that best meets the employee's needs, including accommodation requests