



# A Shared Path to Promote the Next Level of Linguistic Duality

In alignment with [the PPSC SWWP](#), employees and their manager, should use this document in consultation with the [PPSC All Employee Learning Roadmap](#) to establish their second language learning priorities.

## Employees – Empower Yourself

Follow these steps to plan your learning successfully:

- Complete the “[Self-assessment Tool for Official Languages Best Practices](#)”.
- Identify your learning goals (1-2 are recommended) and have a conversation with your manager. Develop a [SMART objective](#) for each of your learning goals, and include them in your PMA and your learning plan.
- Identify learning options, [tools](#) and strategies that will support you in achieving your objectives.
- [Diversify](#) your approach to learning and identify the learning activities that will work for you.
- Engage in learning activities and follow-up with your manager regularly to obtain feedback.
- Continue your learning outside the classroom by practicing and sharing your learning with others.



*Bilingualism is a core value to Canada and to the Public Service. The use of both our official languages enriches our work environment and is critical to our ability to deliver services to Canadians. As a bilingual institution, we have a statutory obligation to respect the language-of-work rights of employees, and to create and maintain a workplace that supports the use of English and French in bilingual regions.*

*[Clerk's 24th Annual Report to the Prime Minister \(March 2017\)](#)*

## Statutory vs Non-statutory Language Training

### Statutory language training

- Intended for employees who are required to meet the linguistic requirements of their position following an appointment or a deployment to a bilingual non-imperative position.

### Non-statutory language training

- Training provided to employees who wish to develop their second-language skills in order to advance in their career, be appointed in bilingual positions in the future, or for personal development.
- Includes situations where managers have re-profiled the level of language proficiency for a position.
- Conditions for training are negotiated between the manager and the employee.

## Supervisors and Managers – Manage Talent

Follow these recommendations to plan your team's learning successfully:

- Create a learning environment that is conducive to learning and to the use of both official languages. Complete the “[Self-assessment Tool: Leadership Competencies Profile for Official Languages](#)”.
- Review your HR plan to ensure you align business needs with official languages priorities while considering your employees' career development goals.
- Have a [conversation](#) with your employees on their learning goals and determine various options, strategies, mutual expectations and the support you can offer. Let them come up with a [SMART objective](#) and learning options and include them in their learning plans.
- Monitor your employees' commitment and results, and plan for knowledge transfer. Second language learning is a shared responsibility and your employee should play an active role in their own success. Employees have the [obligation to maintain](#) the required proficiency for their function.
- Consider the [legal requirements](#) related to the [determination of a linguistic profile](#) of a position, the [staffing rules](#) applicable to organizations under the PSEA (including [New Direction in Staffing](#) considerations).
- Invest and support second language development through [diverse](#) approaches:
  - Learning can be accomplished through Informal and online options. Think outside of the classroom.
  - Encourage group training over individual training and insist on learners actively using their second languages in order to maximize second language learning within in the work environment.
  - Consider eligibility, transparency, equity and your business priorities when making your decisions.





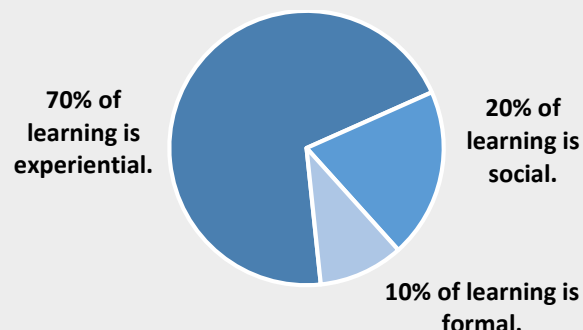
# Diversify your approach to second language learning

Most learning actually happens outside of the classroom - Consider [different ways to meet your learning and development needs](#).

## Experiential Learning

### Learning through practical experiences

- Use your second language on a daily basis at work and in a social context (emails, presentations, news, meetings, training, corporate information)
- Use the [apprenticeship icon](#);
- Use your second language in meetings or “[chair](#)” a bilingual meeting;
- Watch [television](#) or movies in your second language;
- Listen to [music](#), [podcasts](#) or the radio in your second language;
- Join [Toastmasters](#);
- Implement a “second language day at work”;
- Participate in a Community of Practice;
- Visit the [Career Marketplace](#) to discover a range of career development or mentoring opportunities, assignments, projects to practice your second language.



## Formal Learning

### Learning through traditional classroom or course-based initiatives

- Classroom, virtual classroom;
- Self-paced on-line: [Coursera](#), [Canada School of Public Service](#) (*training products are grouped by language, competency and levels*);
- Webcasts;
- [Language Portal of Canada](#);
- [Babbel](#), [Duolingo](#), [Linguee](#);
- [Jurisource](#);
- [Annotated Language Laws of Canada](#).

## Social Learning

### Learning through social interactions

- Communicate with colleagues, family and friends in your second language and ask for feedback;
- Join a group, committee, association where you can practice your second language;
- Launch a Second Language Club or a Community of Practice;
- Find a language twinning partner;
- Blog or collaborate on [GCconnex](#) in your second language;
- Participate in Lunch & Learn activities or group discussions;
- Include a bilingual component to your team meeting;
- Use your second language while you go shopping, travel or dine out;
- Play vocabulary games;
- Participate in observances and activities: Linguistic Duality Day, Rendez-vous de la francophonie, etc.

### Benefits of learning a second language

- It allows to meet new people, connect and collaborate more easily with colleagues.
- It opens up professional opportunities.
- It contributes to a healthy and respectful workplace by fostering cultural and social understanding and inclusion.
- Organizations are more successful at attracting and retaining employees.
- It contributes to PPSC mandate of serving the Canadian society by meeting our official language obligations.
- It allows to develop your leadership skills. Take on the challenge!
- Staff that engage in continuous learning are better able to meet the challenges of changes and to manage/work on new programs or activities.
- It boosts our brain. Being a lifelong learner keeps us curious, open to others and healthy!

### Information on [Second Language Evaluation \(SLE\)](#) in the Public Service

- It is recommended that managers consult with their [Human Resources](#) support team before submitting a SLE Request to [HRAU](#).
- [CSPS](#) offers assessment and test preparation tools for levels A, B and C of the oral proficiency, written expression and reading comprehension evaluations.

Consult with your [Human Resources](#) support team for recommendations and to explore best practices, trends and options.

