## Language of Work in Regions Designated As Bilingual

(Part V of the Official Languages Act)



## Self-Evaluation Checklist for the Manager

As a manager responsible for helping to implement Part V of the Official Languages Act within my institution, do I promote the creation of a work environment that is conducive to the effective use of both official languages?

			Yes	No
1	Do	I chair meetings in both official languages?		
2		he documentation pertaining to meetings available ooth official languages?		
3		I supervise my employees in the official language heir choice, including their performance appraisals?		
4		I circulate simultaneously English and French versions he documents I provide to my employees?		
5		I encourage my employees to prepare their documents he official language of their choice?		
6		I communicate orally with my employees he official language of their choice?		
7		I communicate in writing to my employees (e.g., e-mails) he official language of their choice?		

	Yes	No
8 Do I encourage my employees to take part in training and professional development activities in the official language of their choice?		
<b>9</b> Are electronic work tools (such as software and keyboards) available in both official languages?		
10 Are the work instruments that are regularly and widely used (such as reference tools, directives and policies) available in both official languages?		
11 Is there an "official languages" component in the surveys that I conduct among my employees?		
Comments:		

The self-evaluation checklist for the manager could also be used for other purposes, such as group discussions.

