

King Edward Times



Vol. XXIII, No. 126
November 01, 1990

REVISED OFFICE HOURS - THE REGISTRAR'S OFFICE

As of October 29, 1990, this office will be open to the public as follows:

Monday to Thursday	9:00 a.m. to 6:30 p.m.
Friday	9:00 a.m. to 4:00 p.m.

Staff will be here at 8:30 a.m. Also, please note that these hours will be extended during periods of registration.

Penny Gallagher

NEW PAYROLL CLERK APPOINTED

Effective this week, Bonnie Moore replaces Anne Lim as the Payroll Clerk for KEC Administration. Please direct your inquiries regarding KEC timesheets, vacations, etc., to her at local 733. Also, she is now the chief custodian of petty cash so please address requests to her. In case of her absence, Doreen Sharan will be available to help you with your petty cash. Congratulations and best wishes to Bonnie in her new position!

Karen Kelly

FROM THE EDITOR'S DESK

Change is in the air! Last weekend the time changed - and the seasons are changing before our eyes. But stay tuned - our very own KEC Times is about to change. If you have ideas regarding evolution of the times, please call Sarah, local 736.

PLEASE REMEMBER...

... that the mailroom clerk is not responsible for distributing departmental mail left on the counter in the mailroom. This task should be done by the person responsible for mail in your department. Keep in mind that the mailroom clerk has to process an average of 1,500 pieces per day of outgoing and inter-college correspondences and packages; deal with the distribution of payslips, cheques, and three campus newsletters; handle supplies for the campus; relieve on switchboard plus deal with other duties. Please help out as much as you can to ensure that the mailroom functions in the most effective and efficient way possible. Your assistance in this matter would be appreciated.

Pam Ottridge

IN SYMPATHY

The Mathematics Department wishes to express deepest sympathy to Ruth Behnke whose mother passed away on October 25.

Jean Cockell



DID YOU KNOW THAT...

The Vancouver Public Library is planning to revitalize the entire Library system? The first phase of this project is to build a new Central Library on a new downtown site and a new branch to fill a current gap in the Renfrew Collingwood area.

Why? It's time! Your Central Library simply cannot handle the future. There is no more space for books and even less space for people. The building is over 30 years old and its electrical, heating and cooling systems are operating beyond capacity.

On November 17, you will be asked to vote on the 1991-1993 Capital Plan. The Library is asking for \$29.5 million, about one quarter of the Project budget in order to proceed with these plans. **LIBRARIES ARE IMPORTANT! Please vote on November 17th.**

Beverly Brawley

BY MISTAKE...

I received the wrong laminates from IMS. The ones I am looking for are line drawings of people. If you have them, can you please return them to IMS. Thank you.

Gillian Akin

T O A L L C O N C E R N E D INSTRUCTORS/ADMINISTRATORS/ SUPPORT STAFF/STUDENTS

Please remind your students that the Financial Aid Office will be accepting ABESAP applications as of November 12, 1990, for classes starting in January 1991. Thank you.

Financial Aid Office

NOTICE FROM THE REGISTRAR'S OFFICE

We desperately need all the space in our vault for the secure storage of student records. Therefore, anyone who has anything stored in this room needs to contact me as soon as possible. The vault will be thoroughly cleaned out by the end of next week. Unidentifiable "boxes" and "junk" will be removed.

Penny Gallagher

ATTENTION ALL STUDENTS

Michael Lee is the College Board representative of the KEC Student Action Council.

On November 05, 1990 and November 27, 1990, there will be College Board meetings. Michael is asking students of this campus who have a complaint or suggestion to submit them for the next two College Board meetings.

Some complaints or suggestion ideas: **cutbacks, class hours, fees or suggestions to improve courses or the campus in general.**

The Complaints and Suggestion form can be picked up and dropped off at the Student Action Council Office on Level 2 beside the cafeteria between 10:30 a.m. to 1:00 p.m. Thank you for your input.

Due date for submitting the form(s) is: November 02, 1990.

Student Action Council

DRUG AWARENESS WEEK

NOVEMBER 4 - 10

1-800-663-1441



Can you answer the questions below? If not you might want to find out more information by dropping by the Drug Awareness Week information table at the entrance to the student cafeteria next week. The table will be open on Tuesday, November 06, from 10:30 a.m. to 2:30 p.m.; Wednesday, November 07 from 11:00 a.m. to 1:00 p.m.; Friday, November 09 from 10:00 a.m. to 12:00 p.m. There will be lots of free information and buttons available for you and your students.

T H E Pauline Reaburn, College Health Nurse

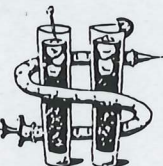
TRY TEST

QUESTIONS

PART I DRUGS AND SOCIETY*

* Prepared with the assistance of the
Alcohol - Drug Education Service

1. Which is the most used and abused drug in Canada today?
2. What is the estimated cost to Canadians each year, in lost wages and work related problems of alcohol and drug abuse?
\$150 Million \$350 Million
\$550 Million \$750 Million
3. Where does British Columbia rank among Canada's ten provinces in terms of alcohol consumption per person?
4. 30% of alcoholics live on skid row. True or False?
5. What percentage of British Columbia students (Grades 8-12) report being drunk at least once in the last month?
6. What percentage report that their parents do not know how much they drink?
7. At what blood alcohol level could a driver's ability to drive be impaired? When blood alcohol level registers 01.05 08 10?
8. In British Columbia over 200 traffic deaths per year are attributed to drinking and driving. About how many injuries?



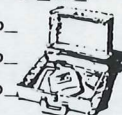
9. In 1987 the sale of alcohol generated some \$479.2 Million in profits and taxes for the Province of British Columbia. What was the estimated cost to British Columbians of dealing with the negative effects of drinking during the same period?
Over \$400 Million \$800 Million \$1.6 Billion \$2 Billion
10. Among British Columbia students (Grade 8-12) which is most likely to be smoked, tobacco or marijuana?
11. What is the average age today of first time marijuana use?
12. About 8% of British Columbia Grade 8 students surveyed reported using an hallucinogenic drug (LSD, MDA, PCP, Psilocybin, Mescaline) during the past year. By Grade 12 what percentage of students report having used hallucinogens?
13. What percentage of British Columbia students (Grades 8-12) report using prescription depressants (barbiturates or tranquilizers) during the past year?
14. What percentage of adult British Columbians have experimented with cocaine?
15. What percentage of first time cocaine users do NOT survive the experience? What percentage of survivors go on to use cocaine again?



PART II PERSONAL EVALUATION

How much alcohol is too much? How can you tell if you may be in danger of developing a drinking problem? This questionnaire has been designed to help you take a realistic look at your drinking habits. There are many factors to consider, such as where, when, how much and how often you drink. But what happens when you drink (consequences) is probably the single most important thing to think about. Look at all these factors in relation to each other. You'll get a better picture of your drinking habits when you see patterns form. Answer the TRY TEST PERSONAL EVALUATION as honestly as you can. The TRY TEST ANSWER SHEET will help you evaluate your responses. If a friend or family member's drinking is affecting you, this questionnaire can be used to examine the impact of their drinking habits, i.e. "Does my spouse ever lose time from work due to his/her drinking?"

1. Do you ever lose time from work or school due to drinking? YES ___ NO ___
2. Do your friends or family ever comment on your drinking, or the effect it is having on them? YES ___ NO ___
3. Has your reputation ever suffered because of your drinking? YES ___ NO ___
4. Do you ever feel guilty about your drinking, or the effects of your drinking? YES ___ NO ___
5. Have you ever suffered any financial difficulties as a result of your drinking? YES ___ NO ___
6. Are your preferred friends heavy drinkers? YES ___ NO ___
7. Do you eat lightly or skip meals to enhance the effects of alcohol? YES ___ NO ___
8. Has your general ambition decreased due to your drinking? YES ___ NO ___
9. Is it difficult for you to predict with any consistency how much you will drink and how it will affect you? YES ___ NO ___
10. Is it possible that drinking may be disrupting your normal sleep patterns? YES ___ NO ___
11. Has there been a reduction in your efficiency, or an increase in the times you have been late or absent from work or school since you began drinking? YES ___ NO ___
12. Has solitary drinking become more frequent? YES ___ NO ___
13. Have you ever experienced a period of memory loss or fuzzy memory as a result of your drinking? YES ___ NO ___
14. Has medical treatment or hospitalization ever been necessitated by your drinking? YES ___ NO ___
15. Do you see your drinking as a solution for combating shyness, for building up self-confidence, or for escaping from worries, stress or boredom? YES ___ NO ___
16. Have you used a "morning eye opener" to steady your nerves or to get rid of a hangover? YES ___ NO ___
17. Can you drink more than you used to without feeling the effects? YES ___ NO ___
18. Have you ever been arrested for driving under the influence? YES ___ NO ___
19. Have you ever felt that you should cut down on your drinking? YES ___ NO ___



TRY
The Responsibility is Yours.

TRY
The Responsibility is Yours.

FURNITURE ANYONE?

The Counselling Department has two highback chairs available. One of them will need a cover as the stuffing is seeping through. If you are interested, contact Lorraine Herlick at local 489.

Lorraine Herlick

WELCOME EDDIE!

I would like to announce that Eddie Yuen is now a permanent part of the ICS staff. Eddie has been on campus on a part-time basis since early last summer and is now part of Computer Services. We are both available through local 354 (with an answering machine). Please help us welcome Eddie into his new position.

Elizabeth Burnyeat

REMINDERS FROM THE FINANCIAL AID OFFICE

Sandra North reminds us that the Financial Aid Office is open at the following times:

Monday to Thursday	11:00 a.m. to 4:00 p.m.
Wednesday evening	5:00 p.m. to 7:00 p.m.

Also, the staff in Financial Aid is available to give "mini-talks" on financial assistance to students at KEC. If any class, department, or student services area wishes to schedule a mini-talk, our office will send a staff member between 9:00 a.m. and 4:00 p.m. The workshops are limited to five per week. These talks will give students a general orientation to financial aid and hopefully encourage them to visit the Financial Aid Office if more information is required. Please call local 720 if you wish to schedule a talk.

PLEASE REMIND YOUR STUDENTS THAT ABESAP APPLICATIONS ARE AVAILABLE TO ALL STUDENTS ONE MONTH PRIOR TO REGISTRATION. ENCOURAGE YOUR STUDENTS TO APPLY EARLY!!! (ABESAP INFORMATION ON THE NEXT PAGE.)

**King Edward
Campus**

1155 East Broadway,
Box No. 24620 Sta. 'C'
Vancouver, B.C. V5T 4N3
Telephone 875-6111

FINANCIAL AID OFFICE (# 4029)

Hours: Mon. to Thur. 11 - 4pm; Wed. night 5 - 7p

ADULT BASIC EDUCATION STUDENT ASSISTANCE PROGRAM (ABESAP)

WHAT IS A.B.E.S.A.P.?

ABESAP is a program funded by the provincial government to provide tuition fees only for needy students. (Maximum of \$360.00 for 4 months of study). Only one application per term, or 1 application for 4 months of study.

WHO IS ELIGIBLE TO APPLY?

You can apply for ABESAP if you are a Canadian citizen, landed immigrant or have refugee status. All students with S.I.N. starting with 900 must show citizenship papers. ABESAP is available for students enrolling in one of the following programs offered at V.C.C.-King Edward Campus:

- A.S.E.H.I / A.S.E.V.I.
- Basic Education (ABE foundations)
- B.E.S.T.
- B.T.S.D. Level 3 (ABE intermediate)
- B.T.S.D. Youth
- College Foundations (up to grade 10)
- ESL - Institutional Aide
- ESL - Auto Detailer and Paint Prep.
- College Preparatory English 059
- English Language Skills (PT/FT Time)
- English As A Second Language
(including Outreach, Canadiana Centre,
Vocational - fee payers only)
- ESL - Business Office Training
- ESL - Cabinet Making
- Pt-time Courses at Gr. 11/12 level *
(CF, ABE, CPE & BTSD)

HOW CAN I APPLY?

One month before registration date, you can pick up an ABESAP application from the Financial Aid Office (#4029) or the Counselling Career Centre (#3002).

* RETURNING STUDENTS (pink form)

If you are a returning student (have a K.E.C. student number), you must have the teacher's comment section #20 on your application completed before returning your ABESAP application to the Financial Aid Office. Returning students are advised to complete their application as quickly as possible. It takes two weeks to process your application. You can apply one month before you register !!!

* NEW STUDENTS (green form)

If you are a NEW student (no K.E.C. student number), you can submit your application to the Financial Aid Office (#4029). You do not have to complete section #20 (teacher's comments) on your application form. You can apply one month before you register !!!

* DEADLINE FOR APPLICATION IS ONE MONTH AFTER THE FIRST DAY OF CLASSES

PLEASE NOTE:

1) ALL full-time students who are being supported by the Ministry of Social Services and Housing (welfare) must first apply to MSSH for assistance and have MSSH provide a letter of refusal if they will not pay your tuition fees. Part-time students do not require a letter from MSSH.

FUNDS ARE LIMITED!!!!!!STUDENTS WHO APPLY FOR ABESAP ASSISTANCE ARE NOT GUARANTEED ASSISTANCE!!!!!!NOR ADMISSION TO THE COLLEGE!!!!!!

PUBLIC OPENING AND CLOSING HOURS AT A GLANCE

	<u>Days</u>	<u>Hours</u>	<u>Locals</u>
Assessments Centre	M T-F	12:00 - 7:00 pm 9:00 - 4:00 pm	714
Bookstore*	M/T/F W/Th	8:30 - 5:00 pm 8:30 - 8:00 pm	206
Cashier	M-Th F	9:00 - 6:30 pm 9:00 - 4:00 pm	710
Counselling	M-Th F	8:30 - 7:30 pm 8:30 - 4:30 pm	208
Daycare Centre	M-F	7:30 - 5:30 pm	879-3123
Financial Aid Office	M-Th W F	11:00 - 4:00 pm 5:00 - 7:00 pm Closed	720
Foodservices (Cafeteria)	M-Th F Sat	7:00 - 9:00 pm 7:00 - 5:30 pm 8:00 - 1:30 pm	207
Health Services	M-F W (plus)	9:00 - 4:00 pm 5:00 - 7:00 pm	209
IMS*	M-Th F	8:30 - 8:00 pm 8:00 - 4:00 pm	427
KEC Administration	M-F	8:30 - 4:30 pm	0
Learning Centre	M-Th F	9:00 - 7:00 pm 9:00 - 5:00 pm	504
Library*	M-W Th F	8:30 - 9:30 pm 10:30 - 9:30 pm 10:30 - 4:30 pm	205
Mailroom	M-F	9:00 - 3:00 pm	365
Receiving	M-F	8:00 - 4:30 pm	422
Records/Admissions (Registrar's Office)	M-Th F	9:00 - 6:30 pm 9:00 - 4:00 pm	713
Switchboard (4th Floor)	M-Th F	8:00 - 5:00 pm 8:00 - 4:30 pm	0

Student Service Meeting Closures (When Necessary):

Tues	3:00 - 4:00 pm	Counselling
Wed	3:00 - 4:00 pm	Registrar's Office
Thurs	3:00 - 4:00 pm	Assessments

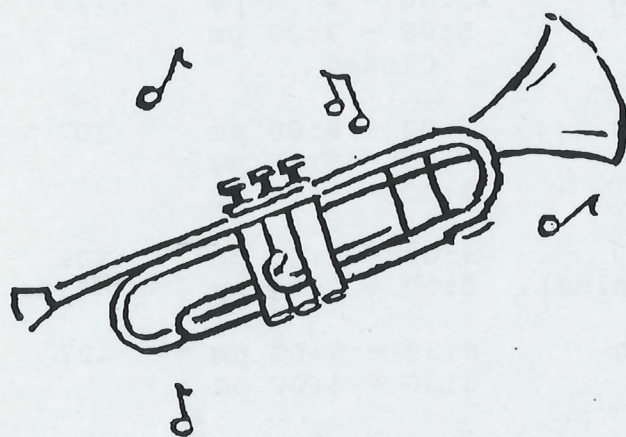
* Hours may vary during the summer.

Yamaha Canada Music

Vancouver Community College

proudly present

The 1990/91 Faculty-Alumni CONCERT SERIES



**The Auditorium,
King Edward Campus**

**Vancouver Community College
1155, East Broadway, Vancouver**

7.30 pm

Season tickets: \$32.00

Individual tickets: \$10.00

**For tickets and information, please
call VCC's Music Department**

IMS B18328 90/11/10

875-8220

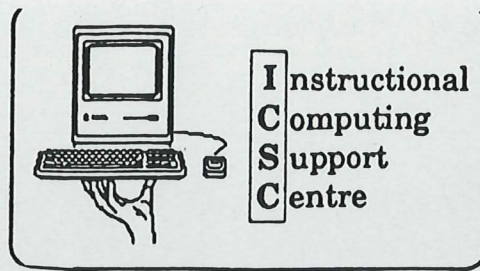
**SUNDAY, DECEMBER 2
HUGH FRASER AND VEJI
(Juno Award winner)
Vancouver Ensemble for
Jazz Improvisation
Special guest appearance by
Dave Robbins**

**SUNDAY, JANUARY 13
CHAMBER POTPOURRI
Featuring
Jerry Domer - Oboe
Gerald Van Wyck - Harpsicord
Margot Ehling - Piano
Peter Hannan - Early Music Virtuoso
Sandra Head - Theatre music from 1930's to
1980's
Original compositions by
David Duke**

**SUNDAY, FEBRUARY 3
GUITAR MADNESS
Tony Koch Quintet and
Alan Rinehart on classical guitar**

**SUNDAY, MARCH 3
THE SHANNON GUNN BAND
One of Canada's finest jazz
vocalists with an array of outstanding in-
strumentalists**

**SUNDAY, APRIL 7
THE JAZZ STYLINGS
OF ALAN MATHESON &
DAVE BRANTER
Internationally recognized jazz artists**



What's new at the ICSC?

Getting Started with a Computer: Would you like to find out how to use a mouse or a pull-down menu, or why a word processor might be useful to you, or the difference between a dot-matrix and a laser printer? If you answered yes to any of these questions, then sign up for an ICSC orientation. The sign-up book is located near the switch board on the fourth floor, or you can call Stephen at Local 556 and arrange a time. Bring your questions with you.

Correction: The price of a 10 pack of MS Works for the Macintosh is \$859.00. A single copy of Works for the Mac is \$129.00

Computer Corner

For the past two weeks, we have been discussing ASCII files. This prompted the following question:

Question: Why would I need to save a file as an ASCII (ASKEE) file?

Answer: The most common reason for saving a file as an ASCII file is to copy text from one program to another. For example, if you had long been using a word processing package, and then realized that it might be simpler to use one of the more popular packages such as MS WORD or WordPerfect, you would not need to retype all your existing documents. You would merely convert them to ASCII files and then import them into your new word processor.

Another reason for converting a file to ASCII format would be to send it to another computer user using an electronic mail messaging service. For example, if I wished to contact an instructor at North Island College, I could create the text on my word processor, save it as ASCII, then load my communications software, turn on my modem, log on to my messaging service and send the file from my disk through the phone lines to that instructor's E-mail address. When it was retrieved, a reply would probably be sent to my E-mail address

If you have any computer related question, whether very general, such as the type of software best suited to your needs, or a specific how-to question, leave it in my mail box, and I will answer it or have it answered for you as soon as possible.

Anne McElroy

**KEC AUTO COLLISION INSTRUCTORS
INITIATES AN INNOVATIVE
LIAISON PROGRAM WITH
LOCAL HIGH SCHOOLS**

"Me take trades training? Now way! It's for drop outs... Low pay... No status."

Many people not familiar with the trades and in particular the Mechanical Trades are not aware of the dramatic technological changes that have occurred in Automotive, Auto Collision Repair and Diesel Mechanics over the past five years. For a start, the names of the courses have been changed to reflect the increasingly technical nature of each field. We now offer four programs:

Automotive Technician Program (8 Months)

Automotive Collision Repair Program (6 Months)

Automotive Painting and Refinishing Technical Program (3 Months)

Diesel Mechanic Repair (12 Months)

Graduates from the Mechanical Trades programs are finding jobs, earning excellent salaries and benefit packages, have job security and have a good working environment, thanks to technological advances.

To get this message across to the public schools, the Auto Collision Repair instructors have recently developed in an innovative program to educate industrial education teachers working in the public school system and to provide hands on mini learning experiences in auto collision repair for interested students.

Beginning on a pilot basis last year the Auto Collision instructors invited teachers and students from New Westminster Senior Secondary School and Churchill Senior Secondary School to spend a few days working along side KEC instructors and students in the Auto Collision and Auto Painting Program. This year they have broadened the program to include Delta Senior Secondary School which will be sending 4 groups of 6 students and their instructors to spend one week each working in a special mini work experience program in the Auto Collision Repair Shop. Later in the year Gladstone Senior Secondary School will send a group of 12 students to enjoy a similar experience.

The feedback from the high schools has been fantastic. The Mini Program provides an excellent training experience for the students and often motivates them to return to their school programs

with increased enthusiasm for the trade. Several have already enrolled or applied for admission to the Auto Collision Repair program. It also provided an excellent opportunity for the Industrial Education teachers to become aware of the technological advances in the field and to upgrade their skills.

Once again congratulations on a job well done. The program has been great.

From Your Colleagues in the Counselling Department

PLEASE NOTE



OUR 25TH ANNIVERSARY FEATURE PRESENTATION IS....

WILLIAM SHAKESPEARE'S

THE TEMPEST

...A MAGICAL TALE OF TRANSFORMATION

DIRECTED BY
ROY SURETTE

FEATURING GRADUATES
KIM KONDRASHOFF and ALLAN MORGAN

OCTOBER 12 - NOVEMBER 4

PREVIEWS: FRIDAY OCTOBER 12 AT 8 P.M.
OPENING: SATURDAY OCTOBER 13 AT 8 P.M..
CLOSING: SUNDAY NOVEMBER 4 AT 8 P.M.
PERFORMANCES: TUESDAY THROUGH SATURDAY AT 8 P.M., SUNDAYS AT 3 & 8 P.M.
ADMISSION: \$7.00 TUESDAY, WEDNESDAY, THURSDAY (\$6.50 STUDENTS & SENIORS)
\$9.00 FRIDAY & SATURDAY
2 FOR 1: PREVIEWS AND BOTH SHOWS ON SUNDAY ARE 2 FOR \$9.00
VCC SPECIAL: FACULTY, STAFF & STUDENTS - OCTOBER 12, 16 & 23
RESERVATIONS REQUIRED - WATCH BULLETINS
INFORMATION & RESERVATIONS: (604) 324-6227
GROUP RATES ARE AVAILABLE, PLEASE CONTACT STUDIO 58 FOR DETAILS

THE UNIVERSITY OF BRITISH COLUMBIA

COURSES IN HIGHER EDUCATION: 1991

Winter Term: January 2 - April 5, 1991.

Higher Education 513: Current Issues in Higher Education : A team taught seminar on contemporary issues facing post-secondary education in Canada in general, and British Columbia in particular.

Time; 9.00 am - 4.00 pm, Saturdays, Jan 12, 26, Feb 9, 23 and Mar 16.

Location: South Staff Office Block Seminar Room.

Course Coordinator: Lesley Bellamy, Doctoral Candidate, U.B.C.

Higher Education 560: Institutional Analysis and Planning in Higher Education: A comprehensive study of planning and analysis in institutions of post-secondary education.

Time: Thursdays 4.30 - 7.00 pm, begins January 3.

Location: Scarfe 1024

Instructor: Dr. John Chase, Director of Office of Budget Planning and Analysis at U.B.C.

Summer Term: May 6 - August 9, 1991.

Higher Education 512: Program Planning in Higher Education: Planning of programs in institutions of post-secondary education.

Time: Mondays & Wednesdays, 6.00 - 9.00 pm, May 6 - June 14.

Location: South Staff Office Block Seminar Room.

Instructor: Dr. Tom Sork, Asst. Prof. of Adult Education, U.B.C.

Higher Education 540: The Community College Concept: A study of the community college concept in Canada in general, and British Columbia in particular.

Time: Monday - Friday, 10.30 am - 12.30 pm, July 2 - July 19

Location: South Staff Office Block Seminar Room.

Instructor: Dr. John D Dennison, Professor of Higher Education, U.B.C.

Winter Term: September 3 - November 29, 1991.

Higher Education 510: Foundations of Higher Education: History, philosophy and sociology of post-secondary education in Canada.

Time: Mondays, 4.30 - 7.00 pm, begins September 9.

Location: TBA

Instructor: Dr. John D Dennison, Professor of Higher Education, U.B.C.

Higher Education 511: Organization and Administration of Higher Education: Organization theory applied to colleges and universities.

Time: Wednesdays, 4.30 - 7.00 pm, begins September 4.

Location: TBA

Instructor: TBA

Higher Education 541: Community College and Institute Programs: Planning, evaluation and funding of programs in colleges and institutes.

Time: Tuesdays, 4.30 - 7.00 pm, begins September 3.

Location: TBA

Instructor: Dr. John D Dennison, Professor of Higher Education, U.B.C.

NOVEMBER 1990

WORKSHOPS in the Learning Centre Sign up for all workshops in the Learning Centre.

ADDITIONAL COPIES OF THIS CALENDAR ARE AVAILABLE IN THE LEARNING CENTRE (GOLD)

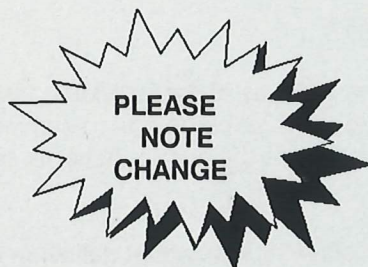
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 1-2 CBC News	2 10-12 Graphing rm.3244 11-12 Articles 12-1 Und.Spoken Eng. 3-4 CBC News
5 2-3 Handwriting 5:15-6:15 Oral Presentation Part I	6 1-2 CBC News Significant Figures and Scientific Notation 2:30-4:30 room 3244	7 2-3 Conversation 5:30-6:30 CBC News 5:15-6:15 Oral PresentationPart II	8 1-2 CBC News 2:30-5:00 Lab Prep rm 3244	9 10-11 Reading 12-1 Underst. Spoken English 12-1 Modals 1-2 Pronouncing r, l, n. 1-2 Handwriting 3-4 CBC News
12 2-3 Conversation UI & above	13 1-2 CBC News 5:15-6:15 Oral PresentationPart I	14 2-3 Conv. UI up 3-4 Using a Calculator 5:30-6:30 CBC News	15 1-2 CBC News 2:30-5:00 Word Problems rm 3244 5:15-6:15 Oral Pres Part II	16 12-1 Underst. Spoken English 1-2 Pronouncing r, l, n. Whole Brain Lab Prep 3-4 CBC News
19 4-5 Reading Improvement 6-7 Oral Presentation Part I	20 1-2 CBC News 2-3 Reading Imp.	21 2-3 Conversation 5:30-6:30 CBC News 6-7 Oral Presentation Part II	22 1-2 CBC News 6-7 Reading Improvement	23 12-1 Underst. Spoken English 12-1 Handwriting 1-2 Modals 3-4 CBC News
26	27 1-2 CBC News 6-7 Reading Imp.	28 2-3 Conversation 5:30-6:30 CBC News	29 1-2 CBC News	30 12-1 Underst. Spoken English 1-2 TUTOR MEETING 3-4 CBC News

**WATCH FOR THE NEXT WORKSHOP UPDATE
IN MID-NOVEMBER (GREY)**

October, 1990



HUMAN RESOURCE DEVELOPMENT



CONDUCTING EFFECTIVE PERFORMANCE REVIEWS - V.M.R.E.U.

PERFORMANCE PLANNING or ADVANCED SKILLS WORKSHOP

This workshop will provide managers with the skills to manage effectively the performance of their staff and build on the skills acquired in the previous workshop. Among other things, it will help you to plan and conduct "Performance Review" conferences with each employee in your work unit; write accurate narrative accounts of the "Results Accomplished" by the employee during the period under review and provide the necessary coaching to help the employee meet "Performance Expectations". **Prerequisite:** "Performance Planning" workshop. *Please note that due to the number of managers/supervisors who have not yet taken "Performance Planning", we will be offering this session on Tuesday, November 27 to assist managers' and supervisors' with the planning process, the writing of appraisals and conducting performance feedback sessions.*

DATE: Performance Planning: Tuesday, November 27 or Advanced Skills: Thursday, November 29

TIME: 9:00 a.m. to approximately 4:00 p.m.

PLACE: Room 5025 - Central Administration

Each session is limited to 20 participants

To Register:

Complete and send the form below to Human Resource Development by November 16, 1990. Call 875-1131, local 337 if you require more information or assistance. Your registration will be confirmed in writing.

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CONDUCTING EFFECTIVE PERFORMANCE REVIEWS - V.M.R.E.U.

PERFORMANCE PLANNING or ADVANCED SKILLS

Tuesday, November 27/90 _____ OR Thursday, November 29/90 _____

Name: _____ Position: _____

Department: _____ Campus: _____ Phone Local: _____

Supervisor's Name: _____ Date sent to HRD: _____

RETURN TO VI BIENERT, HUMAN RESOURCE DEVELOPMENT, CENTRAL ADMINISTRATION



October, 1990



HUMAN RESOURCE DEVELOPMENT

SUCCESS SKILLS FOR THE MODERN WORKPLACE

The success of any organization, department or team is dependent on the success of the individual team members. There are proven behaviours, skills and attitudes that a person can acquire which contribute to success in any career. This course focuses on identifying and practising those skills that separate the successful from the less successful in the workplace.

At the end of this two-day course, administrative support staff will be able to define their personal definition of professional success; determine whether they are a sustainer or an achiever; identify their communication strengths and weaknesses; understand and demonstrate effective team building skills; enhance their professional behaviour and image and increase their level of self-esteem and self-confidence.

Course content includes: sustainers vs. achievers; communication as a success skill; qualities and skills of an effective communicator; communication styles, yours and others; breaking down communication barriers; team building; high and low self-concept and image and professionalism in the '90's.

The seminar leader, Karen Harrison is a human resource consultant specializing in training and professional development of management and staff of large and small businesses, government and educational institutions. Ms. Harrison is also a successful entrepreneur and business woman having formed her own consulting company ten years ago.

This workshop is rescheduled for: **Monday and Tuesday, December 3rd & 4th, 1990** - 9:00 a.m. to 4:00 p.m. in Room 5025 - Central Administration (Board Room). Those previously registered are asked to call Diane at 875-1131, local 337 to confirm their attendance.

This session is limited to 30 participants

To Register:

- 1 - Complete and send the form below to HRD. Note: Your registration will be confirmed in writing. Call 875-1131, local 337 or 291 if you require more information or assistance.
- 2 - Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.

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SUCCESS SKILLS FOR THE MODERN WORKPLACE

Monday & Tuesday, December 3rd & 4th 1990

Name: _____ Position: _____

Department: _____ Campus: _____ Phone Local: _____

Supervisor's Name: _____ Date sent to HRD: _____

RETURN TO VI BIENERT, HUMAN RESOURCE DEVELOPMENT - CENTRAL ADMINISTRATION



October, 1990



H U M A N R E S O U R C E D E V E L O P M E N T

INTRODUCTION TO COLLEGE STUDIES:

BECOMING A MASTER STUDENT

Do you wish for more responsible, motivated, positive and energetic students? You are not the only one! At King Edward Campus we are into the second year of offering a course which seems to produce just these results, and plan to bring it to Langara in January.

The purpose of this course is to provide an opportunity for students to learn and adopt methods which promote their success in college.

In this workshop, you will be given an outline of the course, hear about its development and delivery, sample some of the methods, see the student evaluations and have the opportunity to ask questions of the instructor and a successful student who is assisting in the course.

Peter Ballin, the instructor, has been teaching Biology at KEC since 1972. Dawn Brewer, the assistant, completed the "master student" course last December.

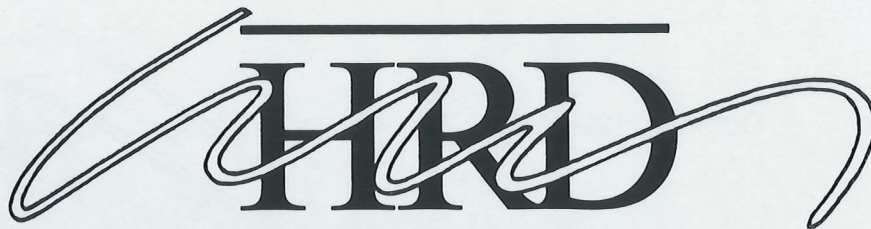
DATE/TIME: Thursday, November 29, 1990 from 1:00 to 3:00 p.m.

LOCATION: Langara, Room L001

To Register:

- 1 - Complete and send the form below to HRD. Note: Your registration will be confirmed in writing. Call 875-1131, local 337 or 291 if you require more information or assistance.
 - 2 - Obtain permission from your supervisor to attend by completing a "Request for Leave from Duty" form.
- =====

October, 1990



H U M A N R E S O U R C E D E V E L O P M E N T

STRESS AND PERSONAL EXCELLENCE

Pressure is the name of the game today. Learning how to excel under pressure and stress is one of the most important elements in most successful endeavours, whether on the job or at home. This workshop will look at the way you now cope with stress in your life and give you practical coping techniques. In addition, we will introduce you to a new practical technique for meeting the challenges of the 90's without suffering the debilitating effects of stress. It will show you how to be a C personality, (not an A or a B) which allows you to realize more potential and to perform at your best more often. Using the Personal Profile System, you will better understand yourself and others in the work environment.

The focus of this workshop will be on stress situations facing instructors within the College.

DATE/TIME: Thursday, December 6, 1990, 9:00 a.m. to 4:00 p.m.

LOCATION: Room 5025 - Central Administration

FACILITATOR: Sherri Zysk, M.A., Applied Behavioral Sciences, whose speciality is to help individuals develop a more successful, less stressful work and personal style.

Each session is limited to 20 participants

To Register:

- 1 - Complete and send the form below to Human Resource Development. Note: Your registration will be confirmed in writing. Call 875-1131, local 337 or 291 if you require more information or assistance.
- 2 - Obtain permission to attend from your supervisor by completing a "Request for Leave from Duty" form.

POSITIONS OPENING

VCC/KEC requires a Department Head (College Preparatory English Department). Closing date for applications is November 19, 1990.

VCC/KEC requires a Department Head (Counselling Services). Closing date for applications is November 19, 1990.

VCC/CC requires a Student Services Assistant I. Closing date for applications is November 01, 1990.

VCC/CA requires a Clerk II (Accounting Department). Closing date for applications is November 02, 1990.

VCC/KEC requires a Director of Financial and Administrative Services. Closing date for applications is November 19, 1990.

VCC/KEC requires a Temporary P/T Clerk Typist II (Administration). Closing date for applications is November 6, 1990.

VCC/KEC requires a Financial Aid Advisor (Financial Aid Department). Closing date for applications is November 6, 1990.

VCC/Langara requires an Admissions Clerk. Closing date for applications is November 6, 1990.

VCC/KEC requires a Temporary Instructional Assistant I (Individualized Educational Program for Adults (IEPA)). Closing date for applications is November 7, 1990.

VCC/CA requires a Temporary Remote Job Entry Operator 1. Closing date for applications is November 6, 1990.

VCC/KEC requires a Department Head (Automotive Technician Program). Closing date for applications is November 07, 1990.

VCC/KEC requires an Assistant Department Head (English Language Skills Department). Closing date for applications is November 30, 1990.

VCC/CC requires a Department Head (Hospitality Administration - Full-Time Program). Closing date for applications is November 09, 1990.

VCC/CA requires a Temporary Clerk II (Accounts Payable). Closing date for applications is November 09, 1990.

POSITIONS OPENING (CONT'D)

VCC/KEC requires a Clerk Cashier. Closing date for applications is November 09, 1990.

VCC/CC requires an Admissions Clerk. Closing date for applications is November 09, 1990.

VCC/KEC requires a Financial Aid Clerk. Closing date for applications is November 09, 1990.

VCC/CC requires a Receiver Checker I. Closing date for applications is November 09, 1990.

Lawrence Fast

OPPORTUNITY IN HEFEI, ANHUI PROVINCE, CHINA

The Foundation for International Training is looking for one or possibly two persons to assist with the establishment of a Management Development Centre. This short-term assignment would involve working with the Chinese colleagues in human resource management and organizational development, in the spring of 1991. The dates and length of assignment have yet to be determined. For further information contact International Education, Central Administration, telephone 875-1131.

Jindra Repa