

King Edward Times



Vol. 25, No. 138
February 07, 1991

VALENTINE'S DAY

The celebration of Valentine's Day on February 14 dates back to an ancient Roman festival called Lupercalia which took place on February 15. This festival honoured Juno, the Roman goddess of women and marriage, and Pan the god of nature. It was a lovers festival for young people.

This special day is named after a priest, Valentine, who lived in Rome under Emperor Claudius II. The Romans jailed him for helping persecuted Christians. Claudius, an unpopular ruler at best, wanted the men to go to war, with no provision for the wives left behind in Rome. The men were reluctant to do so. Claudius therefore decreed that single men should go to war and were not allowed to marry. Valentine continued to marry people secretly, but Claudius found out and the priest was beheaded on Palatine Hill, at the site of an ancient altar to Juno on February 14 AD 269.

By the year AD 496, Christianity had spread and the church was quite powerful. Pope Gelasius tried to give Christian meaning to the pagan festival. He changed the Lupercalia festival of February 15 to Saint Valentine's Day on February 14, but the sentimental meaning of the old festival has

persisted. Today 15 million Valentine's Day cards are sent within North America. It is the second biggest commercial festival, after Christmas.

In the United States, Valentine's Day became popular in the 1800's, at the time of the Civil War. In England, Valentine's Day was observed as early as 1446. There are accounts of celebrations in the 1700's where social groups met "in the homes of gentry" on the eve of Valentine's Day to choose valentines by writing names on slips of paper, then drawing them by chance from a vase. A young man would then wear the paper with his lady's name on his sleeve for several days, hence the expression "he wears his heart on his sleeve"



King Edward Campus

UPDATE FROM THE PRINCIPAL

In the next few months we will all be occupied with various aspects of planning for the new fiscal year which begins in just over six weeks. As a result, the following items are important for all of us:

1. The Proposed Semester System

I have enjoyed the ongoing discussions with members of the VIA Board on this matter and I hope we can reach agreement on a pilot project to begin April 1. It is no secret, I'm sure, that I believe the move to a regular semester system is an important, necessary step on this campus.

2. Director of Finance and Administrative Services

Most of you know by now that Brant Wasney has been appointed as the Director of Finance and Administrative Services. He will begin almost immediately to assist all of us in the budget preparation for next year. I also want to give special thanks to Karen Kelly for the great job she did in this position for the past six months.

3. Budget Planning

The College has established a tentative schedule for budget planning for 1991-92 and this process will begin as soon as possible. Our Division Chairs, Department Heads, and Coordinators will, as usual, be actively involved in this process.

4. Beautification Committee

This Committee has made some excellent recommendations, especially for improving the entrance from the parking lot. We will be meeting soon to decide on a process for seeking bids on the project.

Lawrence Fast

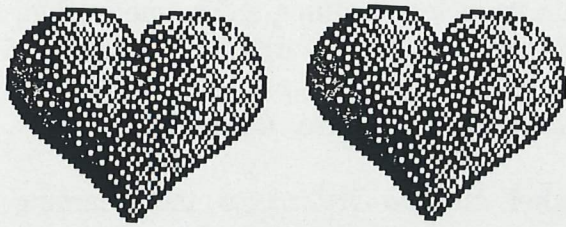
CONGRATULATIONS TO MARTA GARDINER

Dr. Lawrence Fast, Principal, is pleased to announce the appointment of Marta Gardiner as the Assistant Department Head - ESL Division, ELS at King Edward Campus, effective February 01, 1991. Marta joined the College in 1975 and we welcome her to her new position. Marta can be reached in Office 3143, local 528.

...AND CONGRATULATIONS TO PAM OTTRIDGE

Dr. Lawrence Fast, Principal, is pleased to announce the appointment of Pam Ottridge as the Manager, Admissions, Registration and Student Records at King Edward Campus effective February 01, 1991. This is a temporary administrative position.

We have enjoyed working with Pam in her previous position as Acting Administrative Manager and look forward to continuing this relationship in her new role.



VALENTINE'S DAY CELEBRATIONS

Do not forget to pick up a Valentine note (or notes) to write an appreciative word for someone who is special to you, your program or to the College. These pink "hearty" notes will be available at Doreen Sharan's desk on Tuesday, Wednesday and Thursday, February 12, 13 and 14 and at lunchtime in the Cafeteria on February 14th. You are invited to deliver them personally, through regular mail boxes or place them in a designated box for delivery later.

Raffle tickets are now on sale at 50¢ per ticket, for our Valentine's Draw. They will be available daily between 12:00 p.m. and 1:00 p.m. in the Cafeteria and from Doreen Sharan, 4th Floor Administration. The prize is a \$40.00 certificate donated by the restaurant, for lunch/brunch/dinner for two at Tommy O's on Commercial Drive. The draw will take place at noon in the Cafeteria on Valentine's Day. All funds raised will go to the Student Bursary Funds. Our thanks to the Management at Tommy O's.

A special Valentine's Day menu is to be offered in the Cafeteria on February 14th. Feature items are the Legendary Burger at 99¢, "Faantastic" strawberry cheesecake and of course lots of heart-shaped cookies. Thank you ICL Services for showing your continued affection for the Campus in these extra special ways and we really appreciate

your help Nora.

A reminder

Don't forget to encourage your colleagues to bring in cookies, candies, cake or whatever you feel might help to get the department in celebrating mood on Valentine's Day. Nora tells me that we can obtain heart shaped cookies from the cafeteria if they are ordered a couple of days in advance.

May this be a very special Valentine's Day for everyone.

Malcolm Cant

SHIFT DIFFERENTIAL

Correction - Please note that shift differential for eligible VMREU staff is retroactive to the signing date of October 31, 1990 and not October 31, 1991.



PLEASE NOTE...

The Cashiers and Admissions Departments will be closed February 14, 1991, from 12:30 - 2:00 p.m.

Penny Gallagher

MEASLES OUTBREAK EXPECTED

The Vancouver Health Department have notified us regarding its concern that the Vancouver area may experience a measles epidemic this year. Measles is a serious infectious disease which can be life threatening.

Anyone under 34 years old who has never been immunized for measles should receive the vaccine.

Health Services on all campuses have vaccine available. We request that instructors discuss this briefly with their students. Students and staff who have questions about this or require immunization should contact the Nurse or Physician for an appointment 875-8209 or may just "drop in" to Health Services, Room 3007, in the Counselling area at KEC.

Dr. Graham Burns

SPRING CLEANING

Do your drapes need washing? If so, contact Institutional Aide, and place your request with Florence Tao at local 446.

Noreen Green

WHO'S NEW IN THE LEARNING CENTRE

Lyn Lennig from ELS succeeds **Carol Tulpar** as the ESL developmental Release Instructor. Lyn has been co-teaching the Bridge class in Basic Education. Her

interests include learning styles, motivation, and the sequence of learning. Lyn's office local is 529 and messages can be left for her at the Learning Centre, local 504.

Rachel Nichols returns to the Learning Centre to sub for **Lee Henderson** while he works on his Pronunciation project. Rachel will be tutoring four days a week at mid-day.

Michael Daniel and **Karen Jane Hills** have rearranged their schedules so that **Karen Jane** is available some mornings and **Michael** some afternoons.

Mark Davies who works for **Betty Nobel** part-time, has joined the Learning Centre, also part-time, as a "paper handler". He will manage our bulletin boards, prepare our schedules for publication, and send our worksheet to duplicating.

Margaret Mackenzie

TRADES HEALTH AND SAFETY

The Automotive Technician Department has formed a Shop Safety Committee. Coordinated by **Robert Chapman**, this committee includes one student representative from each class. The Committee meets bi-weekly to discuss ways to improve shop safety and also monitors any unsafe work practices in the shop.

The Safety Committee of the Diesel Technician Department and the Student Industrial Health and Safety Committee of the Automotive Collision Repair Department also meet regularly to discuss shop safety issues.

Lorraine Herlick

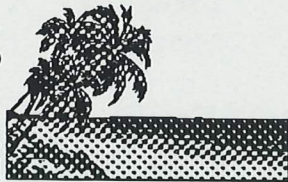
Thank you to everyone who generously contributed to our clothing drive. We will not be accepting any more clothes at this time but watch for notices later in the year.

Assessment Centre

ON VACATION

Alice Wong will be on vacation and P.D. from February 04 to March 29, 1991.

Matters concerning small business should be directed to Shirene San at local 455 or contact Glen Witter at 682-7933 or the Principal, Dr. Fast, regarding important issues.



Paulette Maglaque, Basic Education Department Head, will be off campus on P.D. and vacation from February 11 to March 01, inclusive. Please contact Laurie Gould, local 475, during Paulette's absence.

COMPRESSED WORK WEEK

Those VMREU Staff members on the fortnight system who have not received the latest information on the compressed work week, should contact Doreen Sharan for a copy of the document.

ALL CAMPUS COUNCIL

Next meeting: Tuesday, February 12
2:30-4:30 p.m.
Room 3122

Agenda:

1. Approval of the Agenda
2. Approval of the Minutes
3. Announcements
4. Old Business
 - a. The Future of the ACC
5. New Business
 - a. Handicapped Students
 - b. Election of Treasurer
 - c. Other
6. Adjournment

TO SKI OR NOT TO SKI, THAT IS THE QUESTION

Cross Country Ski Trip - Manning Park

In responses to the many requests I have been receiving - here at last is the information on cross country ski trips for faculty, staff, students, and friends.

Below I have listed three dates:

Sunday, February 17
Saturday, February 23
Sunday, March 3

You are welcome to come on one trip or all

To Ski or Not to Ski... (Cont'd)

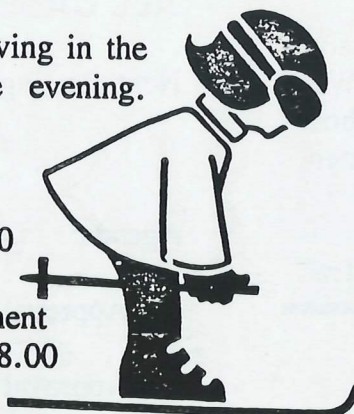
three. this is a one-day trip leaving in the morning and returning in the evening. Packages include:

1 day transport/trails fees
Adult \$20.00 *Child \$20.00

1 day transport/trails fees/equipment
Adult \$28.00 *Child \$28.00

1 day transport/trail fees/2 hr lesson
Adult tba *Child tba

1 day transport/trail fees/2 hr lesson/equip
Adult \$50.00 *Child \$33.00



Package #2
lift + lesson \$28

Package #3
lift + equipment
19 and over \$29
6-18 years \$27
5 and under \$13

Package #4
lift only
19 and over \$16
6-18 years \$14
5 and under FREE

Package #5
skyride only \$9

The above price does not include 7% GST

*EIGHT TO TWELVE YEARS OLD

To book for trip(s), or more information, please contact Gillian Akin (King Edward Campus - 875-6111, local 559). You can also call Matty Patel at Langara Campus. More information will be available in next week's King Edward Times.

Gillian Akin

ANNUAL GROUSE MOUNTAIN SKI EVENT

Event: Grouse Mountain Skiing Trip
Date: Friday, February 15 and/or Saturday, February 16
Who: VCC students, teachers, staff

Cost: Package #1
lift + equipment + lesson \$34

Pay the Cashier on the 4th Floor by 5:00 p.m., Monday, February 11. No refunds after 5:00 p.m., February 11.

All prices include GST. For more information, please contact Cecily May at local 778.

Cecily May

RED CROSS BLOOD DONOR CLINIC UPDATE!!

The Red Cross Blood Donor Clinic sponsored by the Canadian Red Cross Society and the Student Action Council was a success. We had one hundred and twenty-five people attending and out of that, ninety-six people gave. People were turned away due to no identification, or their blood was not acceptable because of low iron or people were on medication. Even though my goal was to get one hundred donations we still did a terrific job. KEC has never done this well. I would like to thank all faculty and

Blood Donor Clinic (Cont'd)

students who came and showed their support and especially all the first time donors. Thanks also to Shannon Hofmann, Doreen Chui-Chai, Dennis Cumming, Cecily May, and Nora Hall and especially to Dr. Lawrence Fast without whose encouragement I would never have given blood for the first time.

Diana Cippiciani

ENVIRONMENTAL CONCERNS

Everything we do affects our environment and our world. We are all responsible for the environment and individual actions do make a difference. In the next few weeks we will look at some of these actions in an attempt to heighten our awareness to environmental issues and to our responsibilities.

ARE YOU AWARE THAT:

Environment Canada has established an Environmental Choice Program to help Canadians identify products (both goods and services) that are environmentally preferable. Once a product or service has been certified as being less harmful to the environment, it may use the Ecologo.



So, study the labels on products and buy non-hazardous or less hazardous products where at all possible.

BE A RESPONSIBLE SHOPPER

- When possible, buy beverages in returnable bottles rather than non-returnable plastic containers or cans, and then return the bottles/cans and obtain your refund.
- Buy long-storable products in bulk, rather than in typically over-packaged smaller sizes, and then store the products in jars and other containers that you have saved. (Packaging makes up about half of all waste by volume and about one third by weight.)
- Avoid buying disposable products such as plastic razors, paper plates and plastic cups.
- Buy eggs only in paper cartons, and never in polystyrene foam containers.
- If possible, buy unbleached paper products (paper towels, tissues, toilet paper, coffee filters, etc.). Coloured paper products have been dyed with potentially harmful chemicals. White paper products are produced by a bleaching process and may contain trace amounts of dioxin.
- Re-use your old supermarket plastic bags, instead of bringing home new ones each time you go to the store. Better still, buy or make fabric shopping bags that can be used again and again.

NOTABLE EVENT

The VCC Educational Foundation is sponsoring a benefit dinner on March 21, at the New World Harbourside Hotel. This is the third annual "Notable Event" in the Scholarships for Music campaign. This year's event will showcase the considerable talents of VCC music students and proceeds will go towards scholarships for worthy students pursuing a music career.

The Educational Foundation has recruited an excellent volunteer committee to assist with this year's Notable Events. The committee is drawn from representatives of some of Vancouver's most prestigious companies and members have kindly put in a great deal of time on our behalf. The committee includes Ray Smith, Chairman of the Board of MacMillan Bloedel, who has a keen interest in the music of our students.

The stars of the Notable Event are our music students who will provide the musical entertainment. Guests will be treated to a variety of musical styles including the Madrigal Singers, a stage band, and the Soundwave Jazz Choir. Listening to this talent will be many distinguished personalities. Peter McCoppin, conductor of the Victoria Symphony Orchestra will be hosting the event as Honorary Chairman, and Brian Brenn of CHQM will be the Master of Ceremonies. We are extremely fortunate to have the Lieutenant Governor of British Columbia and Mrs. David Lam extend their Honourary Patronage for the third year. In addition, many of Vancouver's "movers and shakers" crowd will be attending and inviting their friends.

The exposure of both our talented students

and the VCC Educational Foundation's scholarship endowment program to this high profile crowd has enormous value in garnering their financial and moral support. It is also important to show the strong commitment that the staff of VCC have to the students and therefore we hope that the event is well-attended by VCC staff, instructors, support staff and administrators.

Also on the Notable Event program is a presentation of donor recognition awards. There have been a number of very generous donors to the Scholarships for Music campaign, for example Imasco has pledged \$20,000 over a 4-year period, and the Educational Foundation would like to acknowledge this support on behalf of the students and the College.

The Notable Event Committee expects 300 guests to attend and hopes that college staff will show their support for VCC students by purchasing a ticket. Why not join forces with your colleagues and purchase a table for 10! You'll not only have a great time socializing, but it is an opportunity to show your pride in the Vancouver Community College community.

Tickets are \$100, with a tax receipt for \$40. Tables for 10 may be purchased for \$1,000. Please join us in raising funds for the Scholarships for Music campaign! For more information contact the Educational Foundation at 875-1131.

Michele Davidson

WELCOME JONQUIÈRE STUDENTS!

From January to April, seventeen students from Jonquière, Québec, are studying at KEC as part of an exchange program which is in its fourth year. The students are studying English as a Second Language with international students and landed immigrants in the English Language Skills (ELS) and College preparatory (CPE) departments. On Tuesday mornings the students have a physical education class at Langara, and on Fridays and weekends they participate in activities with their ESL classmates. The Jonquière students are very keen on winter sports. If you or your students are interested in going skiing or playing ice hockey, or simply getting together with the students from Jonquière, please let me know. Please welcome these students when you see them.

Cecily May

INCOME TAX ASSISTANCE

Minh Trinh, who is experienced in the preparation of income tax, is willing to assist KEC students in preparing their tax returns. Even if students have no income, they will be entitled to a \$140 rebate if they file an income tax form. There will be a reasonable charge for Minh's work, dependent on time involved, and the money collected will be donated to the KEC bursary fund. Please inform your students of this opportunity to receive help with their income tax. Please have students contact Minh directly at the SAC Office from 5:00

to 8:30 p.m., Monday and Wednesday; and Friday from 4:00 to 7:30 p.m. from February 04, 1991 to April 30, 1991.

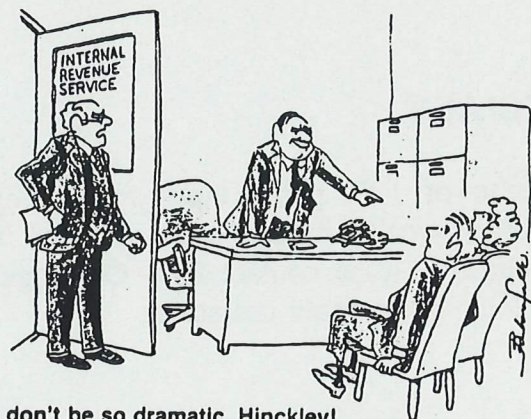
Karen Kelly

MAKE A NOTE OF THIS

As the Cashiers Department is now computerized, all students will receive a T2202A tax form by mail this year.

The forms, which will be mailed out by the end of February, include all tuition and educational deduction information so it will not be necessary for students to come up to the Admissions Department.

Pam Ottridge



"Oh, don't be so dramatic, Hinckley!
Just take all their money and let 'em go home!"

STUDENT AVAILABLE

The following workstudy student is available for employment:

David Ardon

- has limited English
- studied accounting in El Salvador
- is comfortable with math

Student Available (Cont'd)

- has mechanical aptitude
- hours available:
Monday-Thursday from 4:00 p.m.
Friday from 3:00 p.m.

Please contact Doreen Sharan, local 735 if you are interested.

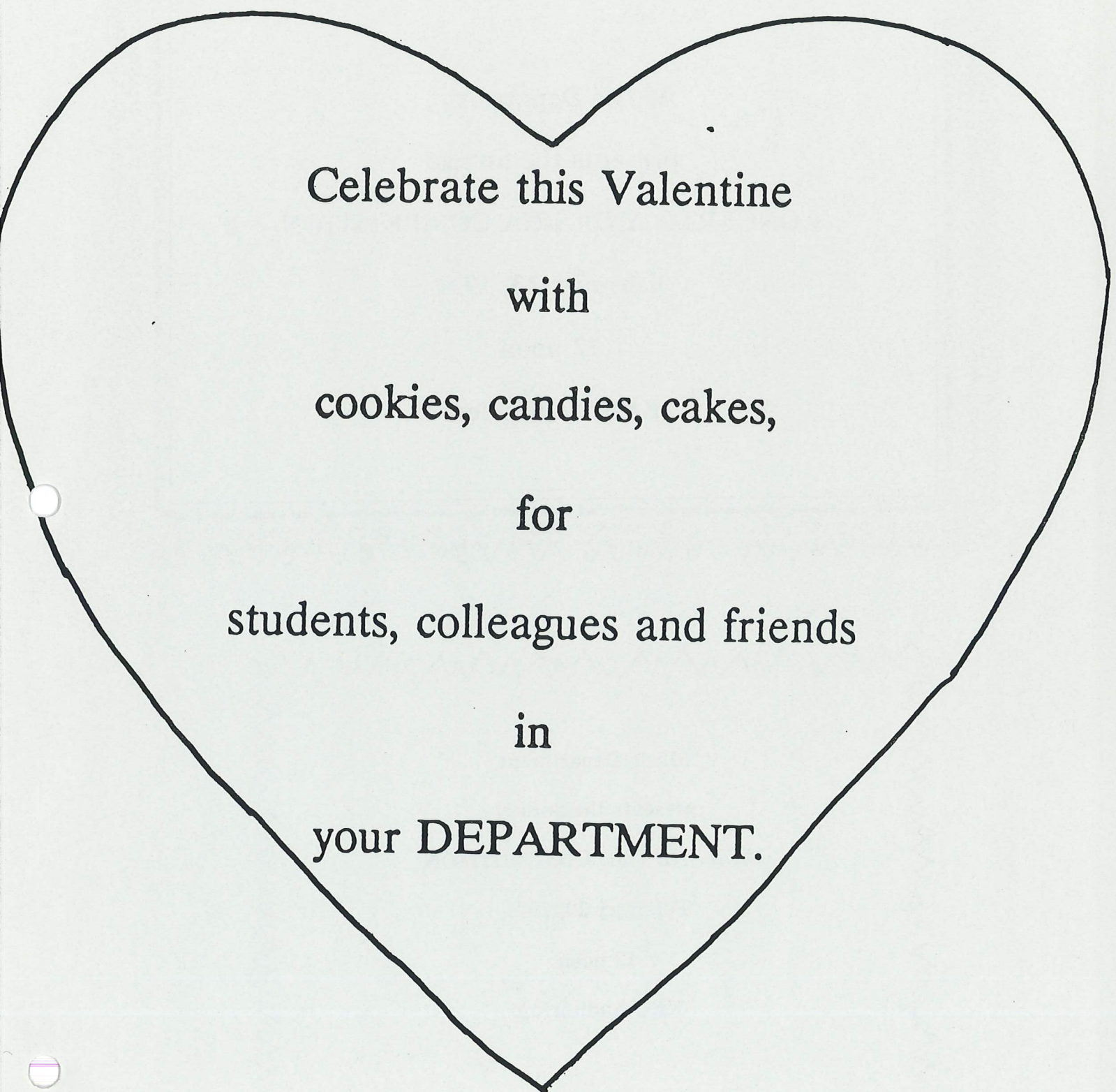
FLOWERS FOR YOU

The Bookstore will be selling flowers for Valentine's Day. Call now to reserve yours.

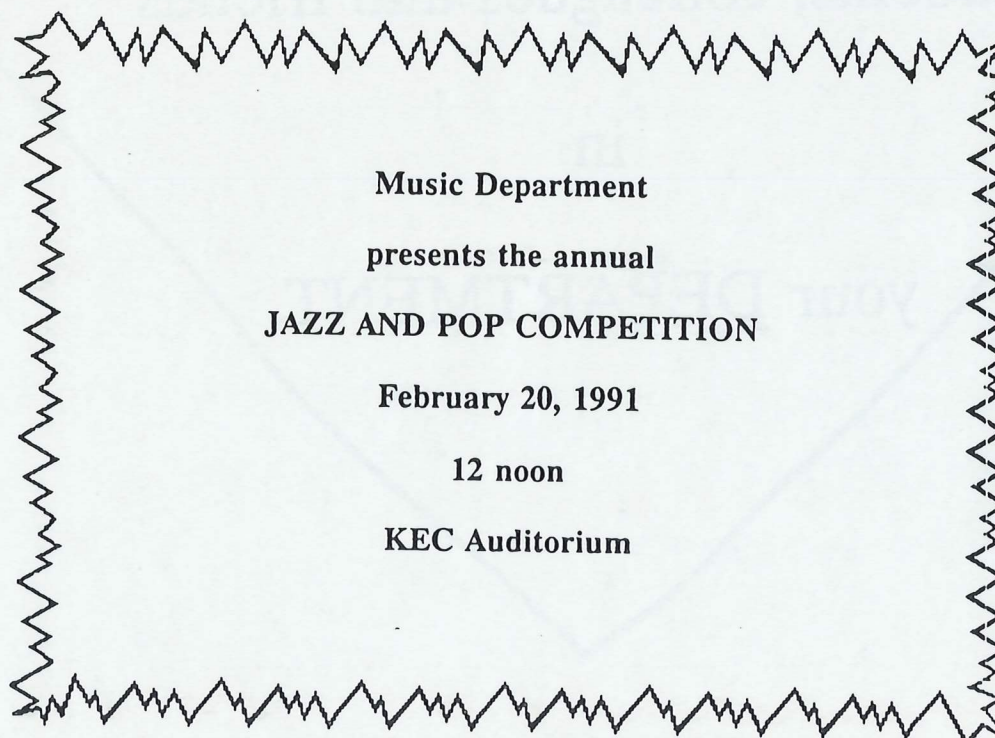
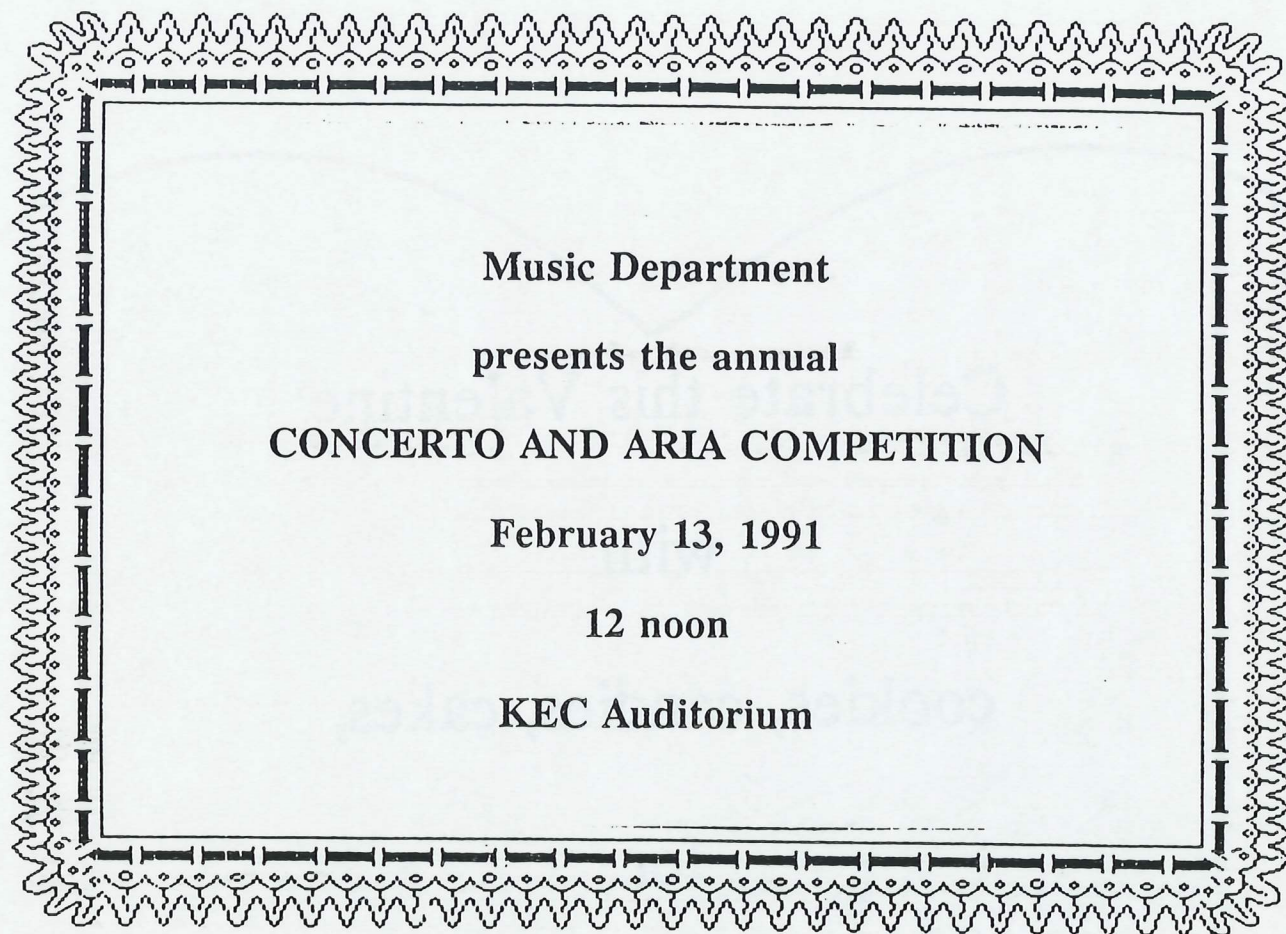


SPECIALS

A cache of 1.5" paper tapes for adding machines/calculators has been discovered in our vault. Please contact Pam Otteridge, local 713 if you could use some.



Celebrate this Valentine
with
cookies, candies, cakes,
for
students, colleagues and friends
in
your DEPARTMENT.





ICSC Computing Corner

Q: I have purchased a new computer for my home use. It works very well at home but the problem is that when I bring a disk into work, I cannot read the files on my office computer.

A: If you have a newer MS DOS computer, a 286 or 386, sometimes called AT's, your computer has a **high-density** disk drive, while your office computer, probably an XT, has a **low-density** disk drive. Both drives may use 5.25 inch floppy disks, but the amount of information which can be put on the disks is different.

The density of a disk refers to the amount of data which can be stored on it. *The higher the density, the greater amount of data storage.* High-density disks can store over 1 megabyte of data, 4 times as much as the 360 kilobytes on a low-density or double density disk. The problem is that low density drives such as those on the XT'S cannot read high density disks.

How then can you create a file on your computer at home and print it on the laser printer at work which is attached to a computer with a low density drive.?

There are three possible solutions:

1. Format a double density (not high density) disk on your computer at work and use that disk on your home computer when creating work files.
2. Format a double density disk on your home computer using this command:
Format A:/4
3. Bring your high density disk to the ICSC and use Computer #4, the AT 286, to copy your file onto a double density disk.
(See instructions below.)

If you use any one of these three solutions, you will be able to use your disk on your computer at home and at work.

If you are using two different systems in this way, be careful about the disks which you purchase. A computer with a low density drive cannot use high density disks. If you format a double density disk on your AT, be sure to use the Format/4 command. If you use the ordinary Format command, you must use a high density disk.

To copy a file entitled MEMO.DOC from a high density disk to a low density disk on the AT 286 in the ICSC:

1. Insert your high density disk in the drive labelled A: 1.2 M
2. Insert a formatted double density disk in the drive labelled B: 360 K
3. At the C> type:
Copy A:Memo.doc B: (Return)

ICSC

Upcoming Workshops

MS Word

Presented by Microsoft

A Demonstration of MS Word
and
Excel Features of Interest to Educators

Wednesday, February 13, 1991

2:30 -4:30 p.m.

Hands -on experience if desired

Location ICSC

Hands-on Workshop
on any of above

Features

Wednesday, February 20

ICSC 2:30-4:30 pm-



.....
To Register , complete coupon and deposit in my mail box as soon as possible

Name _____

Anne McElroy Loc. 776/556

February, 1991



H U M A N R E S O U R C E D E V E L O P M E N T
CROSS CULTURAL COMMUNICATIONS TRAINING - 2

This three half days program is designed to continue to develop competence in intercultural communications. Participants will strengthen their knowledge and skills, learn areas of potential friction, and develop skills for managing intercultural communication for conflict resolution.

Upon completion, the participant will be able to better assess the needs of the student and learn how to give information more effectively in an intercultural situation.

Staff who are in frontline contact positions with students such as: Admissions, Student Records, Student Finance, Assessment Centre, Counselling and Library should attend. Prerequisite: Part 1 is desirable but not mandatory.

FACILITATORS are Christine Peterson - M.A. in Counselling Psychology with specialization in cross cultural communications and Heather Luk-Chan - M.A. in Counselling Psychology with specialization in Adjustments of Displaced Persons.

DATE: Tuesday, Wednesday and Thursday, February 12, 13 & 14 - 9:00 a.m. to noon
PLACE: Room 5025 - Central Administration (Board Room).

The workshop is limited to 16 participants

To Register:

- 1 - Complete and send the form below to Human Resources. Note: Your registration will be confirmed in writing. Call 875-1131, local 337 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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CROSS CULTURAL COMMUNICATIONS TRAINING - 2

Tuesday, Wednesday & Thursday, February 12, 13 & 14, 1990

9:00 a.m. to noon

Name: _____ Position: _____

Department: _____ Campus: _____ Phone Local: _____

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

RETURN TO HUMAN RESOURCE DEVELOPMENT, CENTRAL ADMINISTRATION



February 1991



HUMAN RESOURCE DEVELOPMENT

HOW TO BE A GREAT COMMUNICATOR

In this two-day practical workshop, you will learn communication skills which will ensure positive results with your co-workers and leave you feeling comfortable with your approach. The focus throughout is on actively involving you in real issues which you encounter in the workplace each day.

Effective communication is a basic ingredient for success in all aspects of our lives. By increasing our understanding of this and with guided skill practise, we can significantly improve the quality of our work and personal lives. This workshop is a "must take" if you have ever wondered about the following in relation to your work at Vancouver Community College:

"Do I communicate effectively?" "Am I listening carefully?" "Do I understand the differences between the three communication styles?" "Do I feel comfortable communicating assertively?" "Do my verbal messages and body language match?" "Am I able to say no comfortably?" "Am I able to effectively give and receive positive feedback?" "Am I able to effectively give and receive corrective feedback?" "Do I deal effectively with difficult people and situations?"

This two-day workshop is being held in Room 5025 at Central Administration and is scheduled for the following dates and times:

Day #1 - Thursday, February 21st - 9:00 a.m. to 4:00 p.m. Part 1 - Styles, Listening, Body Language & Self-image

Day #2 - Day & Date to be announced - 9:00 a.m. to 4:00 p.m. - Part II - Dealing with Difficult People & Assertiveness

It is open to all employees of VCC and enrolment is limited to **20 participants** so sign up early!

Reva Kalef who has a M.Ed. degree in Adult Education from the Government of British Columbia is the facilitator.

To Register:

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

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HOW TO BE A GREAT COMMUNICATOR

Name: _____ Position: _____

Department: _____ Campus: _____ Phone Local: _____

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

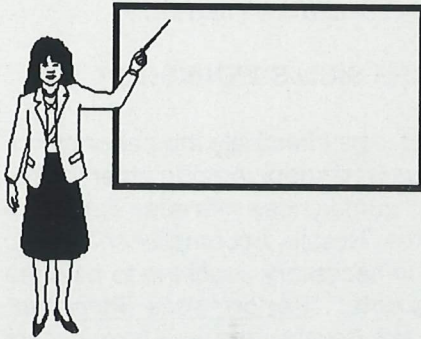
RETURN TO HUMAN RESOURCE DEVELOPMENT
CENTRAL ADMINISTRATION



February 1991



HUMAN RESOURCE DEVELOPMENT



PRESENTATION SKILLS

To organize your ideas and present them to others in an articulate and competent manner requires preparation and practice.

Developing and delivering a professional presentation is one of your most important transferable skills.

This workshop presents you with the key elements necessary for professionally presenting information and provides you the opportunity to practice these skills.

Topics include preparing your presentation from planning outline to speaking outline; analyzing your audience - matching your goals with those of your audience; selecting a delivery style, enhancing your verbal and nonverbal communication and increasing your confidence; deciding when and how to use visual aids and managing question and answer dialogues.

Facilitator: Maureen Hannah, C.I.M., Diploma Personnel Management. Maureen has extensive experience in Management and Administrative positions as well as in Training and Consulting. She has been researching, designing, and presenting training courses for employees at all levels for the past 11 years.

DATE: Thursday and Friday, March 7 & 8

TIME: 9:00 to 4:00 each day

PLACE: 5025 - CA

The 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 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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PRESENTATION SKILLS

Thursday and Friday, March 7 & 8

Name: _____ Position: _____

Department: _____ Campus: _____ Phone Local: _____

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

RETURN TO HUMAN RESOURCE DEVELOPMENT, Central Administration



February 1991



HUMAN RESOURCE DEVELOPMENT



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

PERFORMANCE PLANNING and/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 "Performance Planning" on Friday, March 1 to assist managers' and supervisors' with the planning process, the writing of appraisals and conducting performance feedback sessions.

DATE: Performance Planning: Monday, February 18 and/or Advanced Skills: Friday, March 1

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

PLACE: Room 5025 - Central Administration

Each session is limited to 20 participants

To Register:

Complete and send the form below to Human Resource. 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 and/or ADVANCED SKILLS

☐ February 18 - Performance Planning

☐ March 1 - Advanced Skills

Name: _____ Position: _____

Department: _____ Campus: _____ Phone Local: _____

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

RETURN TO HUMAN RESOURCE DEVELOPMENT, CENTRAL ADMINISTRATION



February 1991



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

MANAGEMENT SKILLS FOR SUPERVISORS

Over the 12 days of highly interactive training in this workshop, you will learn in Part I: Communications Techniques, Interview Techniques and Problem-solving & Decision-making; Part II: Organizational Structures, Leadership, Motivation, Meetings and Stress Management; Part III: Performance Management, Written Communication and Time Management. A detailed brochure is available from HRD.

This is a certificate program offered in co-operation with the Ministry of Advanced Training and Technology, The B.C. Business Council and VCC and co-designed by our facilitator Dianne Kerr who has experience in large organizations, heavy industry, the communications media, politics and small business. Her energy, knowledge, proven communications skills and great sense of humour have ensured her success in the training room.

LOCATION: Room 5025, Central Administration TIME: 8:30 to 4:30

- Part I: Interpersonal Skills - May 21 to 24 inclusive
- Part II: Group Skills - June 3 to 6 inclusive
- Part III: Administrative Skills - June 18 to 21 inclusive

Please make arrangements to complete all 3 parts in order to receive the Provincial Certificate.

The workshop is limited to 20 participants

To Register:

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

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Management Skills for Supervisors

Name: _____ Position: _____ Department: _____
Campus: _____ Phone Local: _____ Supervisor's Name: _____
Date sent to HRD: _____

RETURN TO HUMAN RESOURCE DEVELOPMENT
Central Administration



February 1991



HUMAN RESOURCE DEVELOPMENT

SKILLS FOR THE SUPER SUPERVISOR

In today's economy, the "competitive edge" in organizations comes from having highly-tune management skills.

VCC's Human Resource Development is offering -- for the first time -- a follow-up to its popular Management Skills for Supervisors program. Completion of the original 12 day program is recommended.

This 3-day "shot-in-the-arm" will give participants the opportunity for:

1. In-depth skills practice in the areas of communication, conflict management, leadership, motivation and team building.
2. Networking with other management people having similar "on-the-job" problems.
3. Immediate constructive feedback on individual supervisory behaviour.
4. Lively exchange of ideas.
5. Fun with work-related activities.

DAY 1 WILL EMPHASIZE INTERPERSONAL SKILLS

DAY 2 WILL EMPHASIZE TEAM-BUILDING SKILLS

DAY 3 WILL EMPHASIZE ADMINISTRATIVE SKILLS

The session will be based on practical experience and the training room will simulate the world of work. Audio visual materials will be utilized. Come and join old friends in an exciting, learning experience!

DATE: **Tuesday to Thursday, May 7 to 9** TIME: **8:30 to 4:00 daily** PLACE: **Room 5025 - CA**

FACILITATOR: **Dianne Kerr**

The workshop is limited to 20 participants

To Register: 1 - Discuss with your Supervisor and complete a "Request for Leave from Duty" form. 2 - Complete and send the form below to Employee Relations. Note: Your registration will be confirmed in writing. Call 875-1131, local 337 if you require more information or assistance.

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SKILLS FOR THE SUPER SUPERVISOR

Name: _____ Position: _____ Department: _____

Campus: _____ Phone Local: _____ Supervisor's Name: _____

Date sent to HRD: _____

RETURN TO HUMAN RESOURCE DEVELOPMENT



CLASSIFIED

BUY AND SELL

DO you need a work vehicle? 1976 Jeep Cherokee, 4WD, mechanically sound, complete with CB, stereo and rust; Reduced \$1,000.000; Peter Ballin, local 566 or mailbox.

FIRE engine red; Honda Prelude Si., 1988; 57,00 km; driven by a teacher who never leaves North Vancouver; power sunroof; fabulous stereo; 5 speed; comes with winter tires! \$14,000 (o.b.o.); contact Brad at 929-8737

SUMMER is right around the corner. Buy now before the price goes up! M.G.B. Mark IV, Convertible, 1978, one owner, new clutch and new battery, excellent condition. \$3,500.00. Call Jay Strachan, local 313.

WANTED - Secondhand, 2-drawer steel filing cabinet; legal size; call Sheila at 599-8971 after 7:00 p.m.

WANTED - 4-drawer filing cabinet for the Daycare Centre. Contact Karen Kelly, local 243.

WANTED - Interoffice envelopes. Please return to the Mailroom or contact Norma McPhail at local 243.

FOR RENT

FURNISHED house for rent; 3 bedroom, 2 baths, 6 appliances; near Queen Elizabeth Park and shops; non-smoker(s) preferred; pets O.K.; available March 01-November 30, 1991; \$1,000 per month; contact 879-0169.

EMPLOYMENT

WANTED - Afterschool care for 2 children in Richmond. Beginning February 11, I need a person to provide afterschool care for my children. Regular hours from 2:45 p.m. until 6:45 p.m., ideally with flexibility for later into the evening and occasionally early morning or overnight. Willingness to do housekeeping preferred and live-in status with room and board provided is possible. Contact David Cane 324-5266 (work), 274-2779 (home).

STUDENTS! Great selling experience! Part-time employment promoting a new environmental line of household products through in store demonstrations. We are looking for self-motivated and out-going people who can deal with the public pleasantly and effectively. Call Caron at 683-8942 or 946-1332 and leave a message.

DO you have some general office skills? The ideal candidate is someone who works well with people, and is able to work in an organized manner. We are a small manufacturing and distribution company, Kryton International Inc. Applicants must have good typing and telephone answering ability. Some computer knowledge will be a plus. Please call Mr. Prince at 324-8280.

POSITIONS OPENING

Langara

Temporary Secretary I (Division Chairmen, General Office). Closing date: February 07, 1991.

Temporary Library Assistant II (Circulation and Reserves). Closing date: February 15, 1991.

KEC

Building Services Manager (KEC, KEC North, KEC West). Closing date: February 07, 1991.

Instructional Assistant (Mechanical Trades). Closing date: February 12, 1991.

Term Instructional Assistant II (IEPA). Closing date: February 21, 1991.

Department Head (Automotive Collision) Closing date: February 28, 1991.

Department Head, Basic Education. Closing date: February 25, 1991.

Central Admin.

Clerk II (Accounts Payable). Closing date: February 11, 1991.

City Centre

Temporary Clerk Cashier (Bookstore). Closing date: February 11, 1991.

Temporary Receiver Checker II. Closing date: February 19, 1991.