

**Saint John Volunteer Centre**  
**Fall Noon Nuggets Training for the Non-profit Sector**  
**2011**

**September 21**

**Welcoming Newcomers to your Group (Removing potential barriers)**  
**This workshop will provide you with the simple practical tips to anticipate the needs and concerns of newcomer volunteers and how to engage them in a meaningful way. How do we manage the challenge of language, expectations and different perceptions about Volunteering?**

**Facilitator –Candace Wilson**

Currently, Candace works with international students at Saint John College, UNBSJ as a Facilitator in the English for Academic Purposes program. In the past three years, she has performed various roles at SJC including Facilitator of Business English and Culture for the Pre-MBA program, trainer of clients through the Corporate Services division, and Administrative Assistant/Receptionist.

Candace's educational background consists of a BA and BBA from St. Thomas University and UNBSJ respectively. Also, she has a certificate in Teaching English as a Foreign Language and has completed training with The English Language Program at UNB Fredericton. In the fall, she will return to school to study her MBA part-time at UNBSJ majoring in International Business.

**October 19**

**R-E-S-P-E-C-T**

**Respect and Communication in the Workplace**

**Find out what it means**

**Develop a culture which embraces common courtesy is important to creating a positive work environment**

**Improve Communications**

**Greater respect for self and others**

**Facilitator – Stacey McLellan**

Work with Xerox for over ten years in many different roles born and raised in Saint John, married and have a beautiful boy 2 years of age and a stepmother of a 14-yr old. Enjoy dance – involved in jazz and tap for over 20 years and enjoy volunteering with SJVC and Junior Achievement.

**November 16**

**What is Project management? It is the discipline of planning, organizing, securing and managing resources to bring about the successful completion of specific project goals and objectives**

**Facilitator –Kathryn Hanson**

Kathryn Hanson is currently working at Bell Aliant as a Business Process Analyst. In her 24 years at Bell Aliant, she has performed roles such as programmer, help desk consultant, Service Representative and Project Manager. She earned her PMP (Project Management Professional) designation in 2005. Besides having to manage time at work, she also juggles a family,

manages a home and is involved in volunteer work. She is a heavily involved in Toastmasters International, is the Treasurer for the Saint John Project Management Local Event committee, serves as time keeper for her son's high school hockey team, and does a number of tasks at church including leading the projection team, and occasionally leading music with Kid's church. And finally, when time permits, she reads, sews, knits, quilts and plays guitar

## **December 14**

**Time Management: Gaining control of a precious asset: TIME!  
We have not yet learned the secret of creating time. The best next thing is learning how to maximize the utilization of the time you have available.  
During this Noon Nugget, learn how to prioritize your daily tasks, and increase your productivity by being more organized.**

### **Facilitator: Guy C. Leger**

Guy C. Léger is the Executive Vice-President of Operations and Chief Operating Officer (COO) with FacilicorpNB. In his role, Guy is responsible for developing, managing, and executing the strategic plans that will create the company's operations and services for Material Management, Clinical Engineering, Account Payable, Account Receivable and Payroll Transactions, and Laundry services. He will ensure that the company is achieving its strategic goals at the optimum pace, identify and lead new business development opportunities and ensure highly productive relationships and partnerships.

Mr. Léger is a graduate of University of Moncton with a degree in Industrial Engineering. After graduating, he worked 10 years in the manufacturing sector in areas related to productivity improvement and process analysis. He later worked as a general manager in the manufacturing sector, with an emphasis on continued quality improvement and team work.

Before joining FacilicorpNB, Mr. Léger worked for the Irving Group. He recently was Director of Operations at Source Atlantic, a distributor of industrial goods in the Maritimes. During this period, he worked at consolidating the operations of a dozen companies. Mr. Léger is very experienced in change management and in process improvement.

## **Education Programs are sponsored by the United Way Greater Saint John**

Location: Saint John Volunteer Centre, 66 Waterloo Street, Suite 224

Pre register call 506-658-1555 or email [training@nb.aibn.com](mailto:training@nb.aibn.com)

Registration: 11:30 am to 11:50 am

Workshop: 12 Noon to 1: pm

Fee: \$15.00

Failure to notify of cancellation 2 days prior to Workshop will result in the fee being invoiced.

Prior to registration please advise if you have any mobility restrictions.

Bring your lunch/ Coffee /Tea provided