



Academic Calendar

Course Description Fall 2017

HeartMath – Session 1 of 4

When: Thursday, September 14, 2017

9:00am – 1:00pm

Cost: FREE

Where: Redpoll Centre

[Register Here](#)

HeartMath is a 3.5hr workshop that focuses on stress management and building emotional resilience. This workshop introduces HeartMath's system of breathing techniques and a heart rate variability tool that can help participants manage life's challenges and stressors. The neat thing about HeartMath is the technology that accompanies the tools. The technology provides live, in-the-moment feedback that demonstrates how stress impacts our bodies. The workshop outlines how to effectively manage stress in the moment with the intention of preventing the consequences of chronic stress.

The HeartMath workshop will:

- Provide practical tools for managing stress.
- Cover how emotions impact heart rate variability, including brain, body and emotional health.
- Provide applications of the HeartMath tools in perception and communication.
- Discuss how HeartMath Tools can be used to enhance emotional resilience.

Facilitators –

Lauren MacKeigan, Mental Health Promotion Facilitator

Jonelle Reid, Mental Health Promotion Facilitator

Who should attend?

All staff working in the social profit sector.





HeartMath – Session 2 of 4

When: Tuesday, October 10, 2017

9:00am – 1:00pm

Cost: FREE

Where: Redpoll Centre

[Register Here](#)

HeartMath is a 3.5hr workshop that focuses on stress management and building emotional resilience. This workshop introduces HeartMath's system of breathing techniques and a heart rate variability tool that can help participants manage life's challenges and stressors. The neat thing about HeartMath is the technology that accompanies the tools. The technology provides live, in-the-moment feedback that demonstrates how stress impacts our bodies. The workshop outlines how to effectively manage stress in the moment with the intention of preventing the consequences of chronic stress.

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Facilitators –

Lauren MacKeigan, Mental Health Promotion Facilitator

Tammy O'Quinn Reid, Mental Health Promotion Facilitator

Who should attend?

All staff working in the social profit sector.

HeartMath – Session 3 of 4

When: Tuesday, November 7, 2017

9:00am – 1:00pm

Cost: FREE

Where: Redpoll Centre

[Register Here](#)

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Facilitators –

Jonelle Reid, Mental Health Promotion Facilitator
Carolyn Evancio, Health Promotion Facilitator

Who should attend?

All staff working in the social profit sector.

HeartMath – Session 4 of 4

When: Tuesday December 5, 2017

9:00am – 1:00pm

Cost: FREE

Where: Redpoll Centre

[Register Here](#)

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Facilitators –

Tammy O'Quinn Reid, Mental Health Promotion Facilitator
Carolyn Evancio, Health Promotion Facilitator

Who should attend?

All staff working in the social profit sector.



HR in a BOX Series – Cycle 1

Part 1:

When: Wednesday, October 18, 2017

1:30pm – 4:30pm

Cost: \$ 10.00

Where: Quality Hotel and Conference Centre

[Register Here](#)

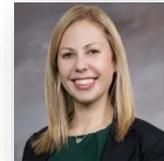
Strategic Workforce Planning: Aligning Business & people

In a rapidly shifting workplace, strategic workforce planning has become the buzzword in HR circles. Join us for the kick off session to learn from HR experts how to deepen your understanding of what constitutes effective workforce planning strategy and how to implement it in your organization.

Facilitators -

Marcie Kiziak, CPHR

Marcie Kiziak is an experienced Human Resources professional with 15 years of experience primarily in the oil and gas and industrial construction sectors. For the last 10 years, Marcie has been primarily focused on HR operations and acquisitions including integration, change management and strategically aligning HR practices and programs within businesses. Marcie was most recently the Vice President of People and Safety for Magnum Energy Services and previously spent 8 years with Flint Energy Services (URS Flint).



Marcie is a board director for the Chartered Professionals in Human Resources (CPHR) Alberta, The Alberta Safety Codes Council and Little Warriors as well as on the Human Resources Advisory Committee for NAIT and regularly volunteers her time at several post-secondary institutions.

Marcie has a degree in Management with a focus on Human Resources and Labour Relations from the University of Lethbridge, a Project Management Certificate from NAIT and a Change Management Certificate from Prosci.

Ada Tai, MBA, CPHR, C.Mgr.

Ada Tai has been working as an HR professional in a variety of industries and organizations for almost 10 years and has extensive experience in many aspects of HR functions.



In late 2015, Ada started her own practice providing generalized HR consulting services, corporate training, as well as personal job search and career coaching. She



has helped many students/newcomers transition to working professionals, and many experienced professionals achieve personal success in their career choices.

Ada is regularly requested to speak on career search, communication and leadership topics at various institutions. Ada holds a Master of Business Administration Degree from the University of Alberta, and a Certified Human Resources Professional designation. Ada also teaches at MacEwan University and Metro Continuing Education. In her spare time, Ada volunteers on not-for-profit boards and mentors students in the University of Alberta's MBA program.

Who should attend?

Anyone in your organization who is responsible for your human assets.

HR in a BOX Series – Cycle 1

Part 2:

When: Wednesday, November 15, 2017

1:30pm – 4:30pm

Cost: \$10.00

Where: TBD

[Register Here](#)

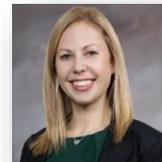
Retention Strategies: One Size Never Fits All

Retention is the major concern of organizations of all sizes and in every economic sector. Effective strategies must take into consideration the impact of future changes, new required skills sets, create appropriate career ladders, and explore new succession planning methodologies.

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[HR in a BOX Series – Cycle 1](#)

Part 3:

When: Wednesday, December 6, 2017

1:30pm – 4:30pm

Cost: \$10.00

Where: Redpoll Centre

[Register Here](#)

[Strategic performance Management: An Integrated Process](#)

Providing effective feedback has become a dynamic and ongoing process. Employees want to see the link between what they do and organizational goals. As new skills emerge due to new ways we will be required to work, organizations need to revisit their performance management existing processes.



Facilitators –

Bev Bourque, CPHR

Bev is a Leadership Development Coach and HR Consultant with over 17 years of experience in the automotive and consumer packaged goods industries. She started her HR career at Ford Motor Company of Canada working in both Engine and Vehicle Operations. Bev was part of the Ford College Graduate program and became skilled at collaborating with employees to resolve complex issues on the plant floor. Bev then joined Frito Lay Canada as HR Manager of the Cambridge Plant and was a member of the leadership team that began building a continuous improvement culture and a more engaged workforce. She then moved to the PepsiCo Foods Canada Head Office and in one role led a national project team tasked with harmonizing policies and programs for the new PepsiCo Canada group (combining PepsiCo Foods and Beverage divisions for the HR, Foodservice and IT functions). Bev's most fulfilling work in HR involved coaching and mentoring employees, which led her to pursue her current work as a Professional Coach.



As a Certified Professional Co-Active Coach (CPCC) through the Coaches' Training Institute (CTI) and an Associate Certified Coach (ACC) through the International Coach Federation, her approach to coaching involves using the Co-Active Coaching model along with incorporating her strengths as a Coach. This includes: listening attentively; creating an open and safe environment for the client; focusing on the positive and highlighting the client's strengths.

In the many years of working with front-line leaders, Bev has observed a variety of management styles and has supported the development of these leaders. Bev is most passionate about supporting the development of front-line leaders and emerging leaders, particularly when they are transitioning from being an individual contributor to leading individuals or teams. Team development and effectiveness is another area of focus, and Bev uses tools such as the DiSC assessment and group/team coaching to build employee and team engagement and leadership skills.

Bev's academic achievements include a Master of Industrial Relations degree from Queen's University and a Bachelor of Commerce degree from the University of Alberta. Bev resides in Fort McMurray, Alberta with her husband Paul, three children and a Labradoodle.

Keith Darbyson

Keith Darbyson is an HR/OD expert leader, facilitator and practitioner with broadly diversified skills acquired in resource based manufacturing, telecommunications, health services and educational environments. His leadership and facilitation style combine openness and patience with a sense of urgency and enthusiasm that enable him to inspire others.





Keith's specialties include a broad range of areas that constitute a robust HR cycle benefitting both organizations and employees alike.

Who should attend?

Anyone in your organization who is responsible for your human assets.

HR in a BOX Series – Cycle 1

Part 4:

When: Wednesday, January 17, 2018

1:30pm – 4:30pm

Cost: \$10.00

Where: Redpoll Centre

[Register Here](#)

Competencies and Critical Skills

Changing times are transforming the nature of competencies. With the potential inclusion of automation and AI in workplaces, discussions around the importance of competencies and critical skills are becoming more prominent and frequent. What are yours?

Facilitators –

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Collaboration and Sponsorship for Social Profit Organizations

When: Monday, October 23, 2017

8:30am - 12:30pm

Cost: \$35.00

Where: Redpoll Centre

[Register Here](#)

Now more than ever, collaboration is an essential skill set, especially for the social profit sector. Funders and sponsors are also seeking to support organizations who collaborate, partner and find ways to make a bigger difference together. In this interactive workshop, Charmaine Hammond will help you:

- Learn the 5 C's of effective collaborations
- Discover how to handle collaborations that go sideways, and doable strategies to get things on track without jeopardizing relationships
- Understand how create collaboration and partner agreements
- Learn how to collaborate with local businesses in new ways
- Build skills to advance collaboration and partnerships to help you secure corporate sponsorship for your projects and programs



- and MORE!

Facilitator - Charmaine Hammond

Charmaine Hammond has been in the business of transforming lives and raising dreams for more than 25 years. This former Fort McMurrayite (of 16 years) was a Correctional Officer (yup! She worked in jails) and Corporate Dispute Resolution Expert in her previous life, and now travels the world teaching the principles of collaboration, partnership and sponsorship.

Collaboration has always been at the foundation of Charmaine's businesses and social profit work. In fact, for many years she facilitated community collaboration projects including the Community Partnership Enhancement, Student Health Initiative Program, BRZ community partnerships, and Wood Buffalo Expo (all in the RMWB), Joint Use Agreements for school boards, and, many social profit organization collaborations. As a mediator she also facilitated the resolution of conflicts that emerged in various partnerships and collaborations which gave her incredible insights on where problems occur in collaboration.

As a bestselling author (of 5 books & featured in 6 others), and CSP™ Certified Speaking Professional (1 of only 59 in Canada) she has had tremendous success in building collaborations and finding corporate sponsors to fund her speaking and book projects/events/tours. She has developed sponsorship relationships with more than 40 sponsors and 60 business partners.

Her recent speaking and book tour, Million Acts of Kindness, involved a 14,000 KM tour in a 32 foot sponsored motor home, hotels sponsored for the team, and more than 40 businesses and retail chains raising funds in their stores/businesses to support this movement..... A Million Acts of Kindness.

Who should attend?

All staff working in the social profit sector.

Volunteer Screening Forum

When: Wednesday, October 25, 2017

8:30am – 4:00pm

Cost: \$50.00

Where: Redpoll Centre

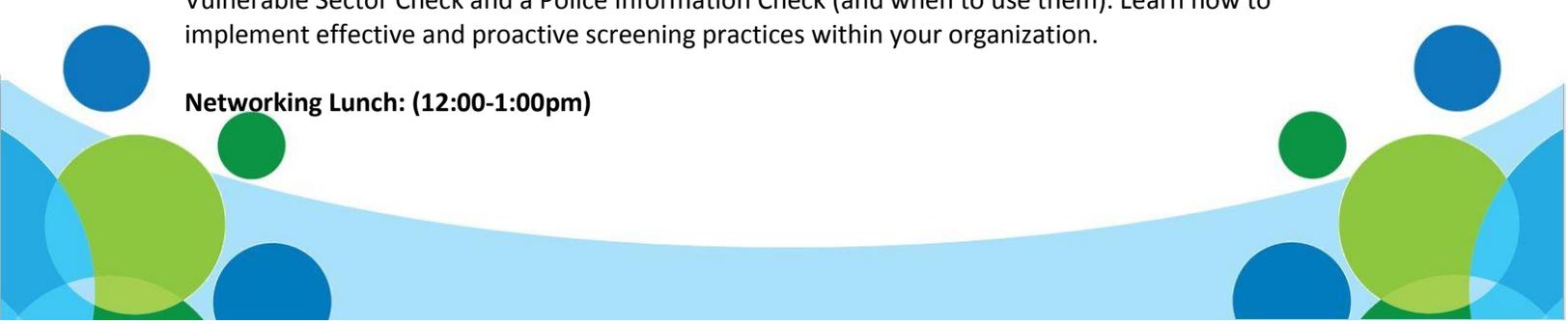
[Register Here](#)

Workshop: Screening Volunteers, In Not Out - Morning Session: (8:30am-12:00pm)

Implementing effective screening processes in your nonprofit can be a daunting task. In this presentation, you will learn about the screening process and gain a better understanding of the process from a variety of organizational perspectives and roles including, volunteers, volunteer managers, and board members.

Learn about the important steps in the screening process, gain clarity on the difference between a Vulnerable Sector Check and a Police Information Check (and when to use them). Learn how to implement effective and proactive screening practices within your organization.

Networking Lunch: (12:00-1:00pm)





Stewardship Dialogue: Volunteer Screening - Afternoon Session: (1:00-2:45pm)

Explore the big picture of volunteer screening and engagement in this stewardship dialogue. This strategic thinking session addresses the intersection of participation, protection, and privacy as it relates to volunteer screening. This meaningful dialogue will uncover new considerations, and help to guide future discussions about what is important in volunteer screening and engagement.

Using a system thinking approach, we will dive deep into what informs volunteer screening practices and look at the underlying structures, sources, and mindsets that influence volunteer engagement.

Explore the role that we, as nonprofit leaders, play in the issue of volunteer screening and the impact of police information checks on volunteer engagement in Alberta.

Volunteer Screening Panel Discussion - Afternoon Session: (2:45-3:30pm)

Participate in an informative panel discussion highlighting the best practices and challenges in Volunteer Screening by representatives from a spectrum of nonprofit sector organizations. Explore the scalability of screening practices, approaches and processes in volunteer engagement with community engagement specialists and colleagues.

Help to inform a provincial approach to developing enabling policy environment for screening and volunteer engagement

** Ticket prices include lunch*

Outcomes

- Develop a deeper understanding of volunteer screening and engagement
- Identify ways to enhance your processes & policies
- Learn about systems thinking approach to complex issues
- Find ways to address screening in your organization, locally and provincially

Facilitators -

Jessie Stones, Communication Manager

“As Communications Manager, I work on communications strategies, support our membership, and attempt to feng shui the Volunteer Alberta office. In my perfect world slugs wouldn’t eat my cabbage and international borders would only be spatial suggestions.”

At Volunteer Alberta, Jessie is known for telling great stories. She is new to Edmonton and before moving here, she spent time in Jasper, Toronto Island, Quadra Island, Arizona, Montreal, and all over Europe and Scandinavia. She’s proud of all the random and amazing tiny places she’s called home including sheds, trailers, boats, tents, and cars!

When she’s not at work, Jessie can be found plotting road trips, talking to her nasturtiums, and discovering Edmonton’s green spaces. Her favourite place to be in Alberta is drinking campfire coffee on the ridge overlooking Dinosaur Park.

In her work, and in life, Jessie always prefers to investigate possibility rather than focus on ‘why something can’t be done.’ She holds a Bachelor of Arts in Communication Studies from



Concordia University in Montreal and has worked for many years in graphic design, communications, and marketing at nonprofits and post-secondary institutions.

Vada Antonakis, Program Manager

“As Program Manager, I work strategically to develop and administer programs and services including the Volunteer Screening Program, Serving Communities Internship Program, and National Volunteer Week. In my perfect world, all nonprofits would have the support, tools, and resources they need to help build vibrant, inclusive, and resilient communities.”

Vada is known for being the VA of VA as well as her bright enthusiasm and wearing work slippers (they have pompoms). One of her favourite nonprofits is the Edmonton Humane Society, where you can find her cuddling cats on the weekend. Vada has volunteered with many organizations including the City of Edmonton Youth Council, iHuman, and her local community league.

Outside of work, Vada enjoys hosting friends for barbeques and working on home-improvement projects. Her favourite place in Alberta is the Edmonton River Valley.

Vada graduated from the University of Alberta with a Bachelor of Arts in Human Geography. She is currently pursuing her Master of Science in Urban Planning to support community capacity building through sustainable planning and design.

Who should attend?

All volunteer managers in the social profit sector, volunteers and anyone who is working directly with volunteers.

Board Development: How do you know who you need to Recruit?

When: Tuesday, November 28, 2017

9:00am-12:00pm

Cost: FREE

Where: Redpoll Centre

[Register Here](#)

The two most important jobs of a board are to guide the strategy of the organization and to get the right people around the “table”. But how do you figure out what you need and how do you get the right people involved?

This workshop explores how to evaluate board composition and effectiveness, build a skills matrix, and identify great attributes for your board. We then explore how to find great people with a crowd-sourced exercise you can take back to your organization called the Blue Ribbon Campaign.

Facilitator – Babs Weber

Babs holds degrees in both archaeology (University of Calgary) and museum studies (University of Leicester). In the course of her adventures, she has done fieldwork in Jordan and Nicaragua; lived in an apartment converted from a hayloft once used by Land Army Girls on the estate where the richest Anglo



Saxon burial ground was located; helped hundreds of children explore the Lethbridge river valley; taught senior citizens how to use iPads to explore historic photographs; and volunteered with many organizations like the Crowsnest Pass Adult Education Society, Girl Guides of Canada, Crowsnest Regional Library, FCSS and the Lethbridge Food Bank.

At FuseSocial, Babs works with governance structures, policy creation and operational support for agencies. If an agency needs help with creating a business plan, policies, brushing up their board members on how to be effective governors, or working on accreditation then Babs is the Rosalind Russell to your Cary Grant: in other words, she's your girl Friday.

Who should attend?

This workshop designed for Executive directors and existing Board members

