

WINTER 2018

IMPORTANT NOTE: Staff will require their employee number to register for in-service courses. Your employee number is your student number and will allow the School of Continuing Education to process your course (where it applies to a SCE) registration through regular registration channels.

Effective Business Writing - Level I (PRDV 0784 – Y251)

Description: Every word you write becomes a reflection of you and your credibility. In today's workplace, effective written communication is critical for success. Develop your ability to organize your ideas using an audience-centered approach to achieve the results you want. You will apply your knowledge with a variety of in-class exercises that will help you master the steps to producing concise business letters. You will also learn how to solve the most common grammar mistakes and how to polish your work by revising, editing and proofreading your written communications.

Note: This course is part of the Administrative Excellence professional development certificate offered through the School of Continuing Education. For additional information, please visit our website at www.macewan.ca/sce.

Instructor: Paula Goebel

Date: Thursday, February 1, 2018

Time: 8:30 a.m. – 4:30 p.m.

Location: Alberta College, Room 607

[REGISTER NOW!](#)

Changes/Cancellations

Contact:

MSA@macewan.ca

Change Management Fundamentals (SUPR 0841-Y251)

Do you want to increase the success of your change initiatives? Change is now a way of life for most organizations. However, many change initiatives fail because the organization did not employ a structured, objective process for dealing with the ambiguous, subjective reality of implementing changes. In this course, you will learn how to utilize a Business Change Implementation Methodology and associated tools to significantly reduce resistance and begin the process of increasing acceptance and resilience.

Note: This course is part of the Leadership professional development certificate offered through the School of Continuing Education. For additional information, please visit our website at www.macewan.ca/sce.

Instructor: Marc Giroux

Date: Wednesday, February 21, 2018
Time: 8:30 AM – 4:30 PM
Location: Alberta College, Room 607
[REGISTER NOW!](#)

Changes/Cancellations
Contact:
MSA@macewan.ca

Personality and Relationships (MSAW2018-01)

How often do you find someone annoying or irritating, or feel like they're on a completely different wavelength from yourself? Our personality plays a major role in how we perceive others, take in information, make decisions, deal with problems and organize our lives.

The Myers Briggs Type Indicator™ assessment is one of the world's most powerful personality tools. It introduces a common language for discussing personality preferences that play an essential role in our lives. It provides a framework for healthy individuals to understand themselves and appreciate differences in others.

Participants must complete a formal MBTI assessment and bring their results to the workshop.

The learning objectives include understanding whether one approaches the world as an extravert or introvert, how one naturally takes in information and makes decisions and one's preference for organizing and structuring their outside world.

Workshop participants will identify their preferences, strengths and challenges and have an opportunity to examine personality differences. The learning will create possibilities for enhancing personal and work relationships.

Instructor: Kathleen Johnston
Date: Thursday, March 8, 2018
Time: 8:30 AM – 12:00 PM
Location: Robbins Health Learning Centre, 9-513
[REGISTER NOW!](#)

Finding Opportunity in Conflict (MSA2018-02)

Are work conflicts killing motivation and productivity? In a dynamic organization, conflicts can't be avoided. Your goal should be to ensure the outcomes of conflict are productive rather than destructive. In this workshop, you will learn about conflicts, what causes them and how to change your behaviour in order get your point across.

Learning Objectives

At the end of this module you will be able to:

- Describe the destructive and constructive elements of conflict
- Identify the 5 conflict styles including the pros, cons and best uses
- Describe how to neutralize, de-escalate anger
- Apply the 7 steps of the collaboration process
- Identify and address the barriers to effective conflict management
- Develop personal action plans to resolve conflict

Instructor: Denise Burrell, Performance Group
Date: Wednesday, March 29, 2018

Time: 8:30 AM – 4:30 PM

Location: Robbins Health Learning Centre, 9-513

[REGISTER NOW!](#)

ColourSpectrums™ Personality Styles (MSAW2018-03)

ColourSpectrums™ is a personality styles and human dynamics model presented to groups in an entertaining and interactive workshop format. You will sort the four ColourSpectrums™ cards to reveal your personality as a unique combination of:

Blue Emotional Intelligence

Green Intellectual Intelligence

Red Physical Intelligence

Yellow Organizational Intelligence

Changes/Cancellations

Contact:

MSA@macewan.ca

Yup! You are more intelligent than you “think.”

Rob Chubb, the founding director will introduce you to the most recent advancements to the ColourSpectrums™ model. This dynamic presentation provides insights (ah-ha! learning) and humour (ha-ha! learning) while creating the magical language of *ColourSpectrums™* that naturally enhances self-esteem, team-esteem and communication. You will celebrate bright colour strengths and pale colour challenges. You will discover your bright colour esteem needs, bright colour stressors and bright colour shadow characteristics (welcome to the dark side). You will also discover your pale colour challenges, pale colour stressors and pale colour shadow characteristics (welcome to the other dark side).

This rapid, exciting and long-lasting learning experience is conducted in a positive atmosphere of respect, fun and entertainment. Enquiries encouraged! Contact Rob Chubb or visit www.colourspectrums.com.

Instructor: Rob Chubb, ColourSpectrums™

Date: Wednesday, April 25, 2018

Time: 8:30 AM – 4:30 PM

Location: City Centre Campus, 7-265

[REGISTER NOW!](#)

Google Courses with Trevor Beck

A Taste of Google Apps

Simple collaboration, cloud storage, easy communications - discover how these simple concepts can quickly be applied to your teaching or work! Come explore Google's Docs, Sheets and Slides and gain valuable hands-on experience in this introductory session — you'll be amazed at how effective you can be!

January 18, 2018 from 1 – 3 p.m. - <https://goo.gl/HpBGBZ>

February 21, 1 – 3 p.m. - <https://goo.gl/T5dcFb>

So I Got an iPhone - Now What?

Whether you've got a new iPhone or you've updated your existing device to iOS 11, discover how to take advantage of your phone and become more productive! Through rapid-fire exploration (demonstration), we'll cover topics that include Siri, Emergency SOS, voice dictation, screen recording, Find my Friends/iPhone and other features in addition to advance use of Messages, Notes, and Photos. Much of the information will also apply to the iPad.

January 26, 2018 from 12 - 1 p.m. - <https://goo.gl/EsnWu2>

Spreadsheets Without Numbers (Behavior School for Bad Data)

Creating merged emails or documents with Google Sheets is pretty easy, but if you have bad data to start, you can spend a lot of time cleaning it up. Understanding some basic spreadsheet functions can quickly turn you into a power user. With a couple of clicks, you can properly capitalize and split up a list of names, remove spaces from the front or back of your data, or just put it into a different order..

Discover how to quickly and easily format and organize data the way YOU want.

January 30, 2018 from 1 – 2 p.m. - <https://goo.gl/FN4DYY>

Google Chrome - Unleash Your Power Browser

Hate logging in and out between your personal and work Google accounts? How about closing the wrong tab or having to switch accounts?

You spend most of your day in Google Chrome - take advantage of it! Discover powerful functions that can save time and frustration: profiles, advance Omnibox searches, manage logins/passwords and more. Make Chrome your power browser!

February 28, 2018 from 1 – 2 p.m. - <https://goo.gl/YXvvdW>

Changes/Cancellations

Contact:

MSA@macewan.ca

Instructor Bios:

Instructor: Denise Burrell

Denise Burrell is co-founder of The Performance Group OE Inc. - an Edmonton based consulting company in business since 1993. She is committed to enhancing the development of individuals, teams and organizations through coaching, leadership training and team support and interventions. She is an energetic and engaging coach, speaker, facilitator and trainer. Denise has extensive facilitation and teaching experience. Her adult education skills and knowledge have been honed through her work on her Masters in Adult Education and experience as a former instructor with the University of Alberta Adult Education Program.

Instructor: Rob Chubb

Rob Chubb has dedicated his career to empowering people to be the best they can be. He developed ColourSpectrums™ to promote human development and self-empowerment through education, interaction and fun.

Rob is the author of the three books in the ColourSpectrums Series. He is an experienced child and youth care worker, foster parent, post secondary educator and business entrepreneur. Rob has balanced his professional career and family life with diverse experiences in group homes, residential settings, community-based programs, therapeutic foster care, schools, post-secondary institutions and business settings for over 40 years. He has personally trained over 1,000 ColourSpectrums™ facilitators over the past 15 years and presented ColourSpectrums™ to over 25,000 participants worldwide.

Instructor: Marc Giroux, MA

Marc Giroux is both a practitioner and student in the field of personal and organizational leadership. He is currently the Manager, Learning and Development for Fountain Tire, guiding projects focused on leadership development and increasing organizational knowledge flow. Prior to his current role, he served six years as the Vice-President of Service Delivery Operations for a corporation that partnered with several Fortune 500 companies. Marc has a Master of Arts in Leadership and Training from Royal Roads University. Always conscious to model a healthy lifestyle – and believing a strong mind benefits from a strong body – Marc has acquired certifications as both a Fitness Instructor Specialist and as a Personal Fitness Trainer through Can-Fit-Pro. He designs and leads creative and vigorous group exercise classes several times a week for a national

fitness club chain and develops safe and effective workout and lifestyle programs for those interested in improving their health.

Instructor: Paula Goebel, BComm

Paula Goebel, founder of Goebel Communications Group, is a sought-after professional speaker and corporate trainer specializing in the areas of Business Communications, Leadership, and Personal Growth. Her workshops and seminars have provided thousands of business professionals from across Canada with practical tools and strategies to gain the competitive edge in today's ever-changing workplace. Paula's high-energy delivery style has captivated audiences for over 20 years. She has worked with a wide range of private and public sector organizations including colleges, universities and government. Paula's training experience includes 13 years at the NAIT School of Business and 18 years in Professional & Continuing Studies department at MacEwan University's School of Continuing Education. She holds a Bachelor of Commerce Degree from the University of Alberta and a Business Administration Diploma from NAIT. Paula is also an active member of the Canadian Society for Training and Development (CSTD).

Instructor: Kathleen Johnston

Kathleen Johnston, PHEc, MA is an experienced and credentialed executive career coach, psychotherapist and stress consultant with expertise in career development. Kathleen believes each individual has the ingenuity to intentionally create the most satisfying career. She brings this belief to life through her business where she purposefully applies her skills and experience to connect with, inspire and support her clients as they strive for harmony and success in their work and personal lives.

As a former senior executive with family responsibilities, Kathleen knows firsthand the complexity of being accountable for strategic direction, policy development, and growth objectives in a large organization, alongside important personal priorities and obligations.

During her tenure as an executive, Kathleen's work in the charitable sector included creating innovative services for the marginalized and disadvantaged. In Kathleen's words, *"being involved in mission-driven work feeds the soul in many ways. It can be like an elixir to devoted and hardworking people motivated by service, however, the risk is that it can also become a journey to burnout."*

Observing elevated stress and burnout in those around her, not to mention nearly succumbing to it herself, prompted a major career shift. Kathleen became determined to find a way to support others by helping them realize greater work satisfaction without sacrificing personal health and well-being.

A lifelong learner, Kathleen is a Registered Professional Home Economist, a Canadian Certified Counsellor with the Canadian Counselling and Psychotherapy Association, a Certified Stress and Wellness Consultant (Canadian Institute of Stress) and a Certified Executive Career Coach (Career Coach Institute.)

Instructor: Fern Richardson, MBA, CED, PHEc

Fern Richardson, principal of Fern Richardson & Associates Ltd., is an external corporate trainer and facilitator specializing in organizational behaviour - the study of how people work effectively together.

She is well known for her engaging work as a trainer and facilitator for government, postsecondary institutions, private industry and not-for-profit groups and organizations. Fern is gifted at taking current research and making it immediately practical and usable for session participants. Fern currently facilitates a number of professional development courses on various leadership and supervisory topics for MacEwan University, and is also in high demand as a trainer for corporate clients.

Fern has an MBA in Community Economic Development and holds a Professional Home Economist designation. She is qualified to administer and interpret the Myers-Briggs Type Indicator®. She has been recognized by her community as a City of Leduc Citizen of Distinction for her volunteer effort and involvement.

Instructor: Sherrell Steele

Sherrell Steele believes in the power of persuasive communication. She notes that the most successful individuals in business (government, politics etc.) enhance their basic skills and competence with exceptional communication skills. In professional development sessions, she has helped accountants, engineers and property assessors to gain influence. Beginning with a career in broadcasting, Sherrell Steele expanded her portfolio with teaching, consulting and educational administration. Sherrell currently serves as faculty services professional for MacEwan University's Faculty of Fine Arts and Communications. She has been an instructor at MacEwan University since 1999, first teaching in the Digital Arts and Media program and most recently in the Bachelor of Communications Studies and in the Public Relations programs. She also has taught online in the Master of Arts in Communications and Technology program at the University of Alberta and currently teaches in the Public Relations program at the University of Victoria. She teaches Business Communications and Public Relations at the School of Business at NAIT.