

Let's go!



It's time for your
Convention

February 14 & 15, 2008

Forest Lawn High School
1304 - 44 Street S.E. Calgary

Keynote Speaker:
Michelle Cederberg



VENUE ADDRESSES

Acadia Pool

First Aid Training

Erlton Computer Centre

Main Venue

Oracle Training Lab

Acadia Pool

9009 - Fairmount Dr SE

Ernest Morrow Junior High School

1212 - 47 Street SE

(Access to parking off 14th Ave SE)

Erlton Campus

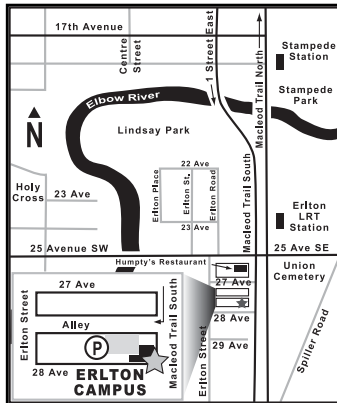
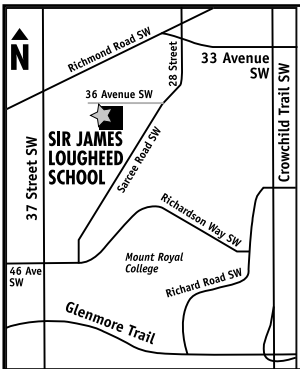
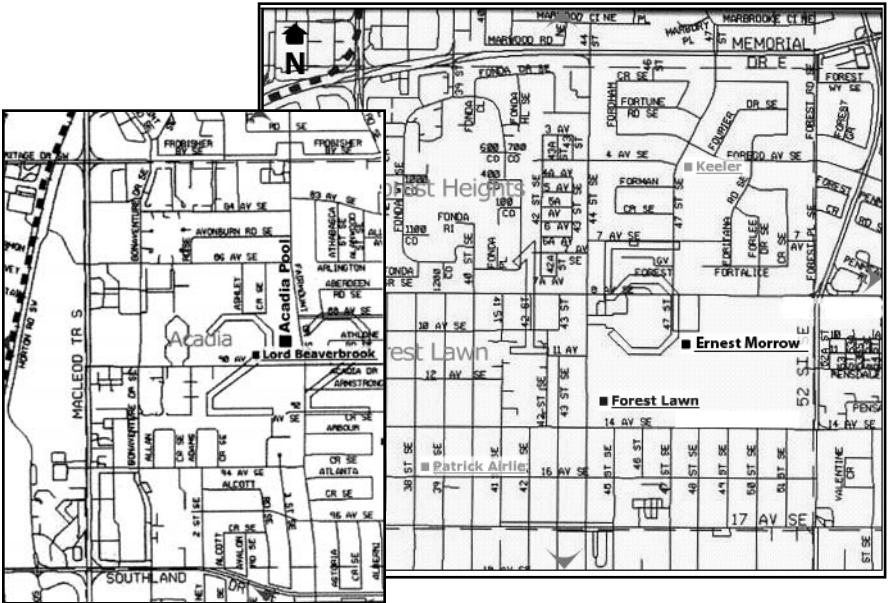
24-28 Ave SW

Forest Lawn High School

1304 - 44 Street SE

Sir James Lougheed School

3519 - 36 Avenue SW



Please Note:
Parking is available at all sites

WELCOME

The Board of Directors would like to once again welcome you to your 2008 Convention.

“Let’s Go” is the theme for this year.

Let’s Go...forward!
Let’s Go.....together!
Let’s Go.....to the Convention!

Kudos to the 2008 Convention Committee for once again putting together a great variety of sessions to interest the great variety of members.

Jean Minifie, Chairperson

EXECUTIVE COMMITTEE MEMBERS 2008

Sue Wenaas	Cathie Hossack
Leanne Bateman	Donna Laplante
Carol Binder	Laura Dyer
Ann Craig	Brenda Homenko
Cathy Evanochko	Maria Huttenrauch
Arlene Fleming	Sherry Vaskovics
Lynn Robbins	Karol Smith
Dara Oosterlee	Russell Crowhurst

CAREER PRACTITIONERS

The Career Practitioners will be meeting at Forest Lawn High School for their convention sessions. Please contact your group’s administrators for further information.

SCIENCE TECHNICIANS

The Science Technicians will be meeting at Forest Lawn High School for their convention sessions. Please contact your group’s administrators for further information.

HOW TO REGISTER

- Registration begins December 10, 2007 to December 19, 2007 & January 9, 2008 to January 18, 2008.
- **Fax** your registration if the session does not require payment to 203-1716
- **Mail** your registration form if the session requires payment to:
Staff Association Convention Office
via inter school mail or mail to
#3, 1915 - 32 Avenue NE, Calgary AB T2E 7C8
- Make sure your registration is sent through the interschool mail in time so that it is received at The Staff Association Office no later than January 18, 2008.
Registrations received after that date will be returned to the sender.
- **Cancellations: If there is an emergency situation, cancellations will be considered on an individual basis.**

REGISTRATION FORM

STAFF ASSOCIATION CONVENTION 2008

One registration form and one cheque (if applicable) per session.

Please print

NAME _____

SCHOOL/SITE _____

WORK PHONE _____ EXT. _____

FAX _____

SESSION TITLE _____

SESSION DATE _____ am _____ pm

Cheque attached, payable to "CBE Staff Association"

NO STAPLES PLEASE

Cheque # _____ Amount # _____

Once your cheque has been received your registration will be processed

Fax form to 203-1716 only if cheque not needed.

PLEASE NOTE: STAFF DEVELOPMENT FUNDS may not be used for Convention sessions.



THINGS TO REMEMBER

REGISTRATION AND FEES

- **Registration is December 10 - 19, 2007 & January 9 - 18, 2008.**

For those sessions that require registration, fill in the registration form on page 3 and send it:

- by internal mail, with your cheque, if payment is required
- by fax to 203-1716 if no payment is required
- Registrations must be received at the Staff Association Convention Office, #3, 1915 - 32 Avenue NE by January 18, 2008.
- **Registrations received after January 18, 2008 will be returned to the sender. Consideration will be made for internal mail delivery.**
- Confirmation will be confirmed via fax as soon as your form has been processed.

For more information, please contact
Sue Wenaas at 242-7555, ext. 3
Fax: 203-1716

LUNCH

No cafeterias at sites. Bag lunches are welcome.

Hot Lunches will be available at Forest Lawn High School on Thursday only. \$6.00 will buy you chili, bun & salad or grilled cheese, soup or salad.

DOOR PRIZES

The draw for the door prizes will take place during the week following Convention. Winners will be notified.

INTER-FAITH FOOD BANK

There will be boxes for the food bank at Forest Lawn High School only.

COFFEE, TEA, MUFFINS AND FRIENDS...

Available at 8:00 am both days at all venues.

DISPLAYS

Again this year, we will have another group of fabulous displays. Everything from soup to nuts! (Figuratively, not literary, of course) These displays will be in the lower gym next to the cafeteria.(same as last year).. Due to complications last year, "cash only", please

Let's Go.....see you at the displays

CONVENTION AT A GLANCE

Thursday, Feb. 14, 9:00 - 11:30am

Session	Participants	Registration Required	Fee	Location
Access Level 1 (CBE OACP Course) (NEW) (9:00am – 4:00pm) (Day 1 of 2)	16	✓	\$80.00	FLHS
Aquafit & Feng Shui	20	✓		AP
Aromatherapy	25	✓		FLHS
Be Safe not Sorry	30			FLHS
Bookkeeping Introduction/Overview (NEW) (9:00am - 4:00pm)	30	✓		FLHS
Breathing For The Health Of It	25	✓		FLHS
Canadian Callanetics (NEW)	15	✓		FLHS
Claim Your Voice - Claim Your Power: the Basics of Confident Communication (NEW)	25	✓		FLHS
Customer Service (CBE OACP Course)	30	✓	\$30.00	FLHS
Deacon's Bench (9:00am – 4:00pm)	20	✓	\$60.00	FLHS
Dealing with Difficult People (CBE OACP Course) (9:00am – 4:00pm)	25	✓	\$30.00	FLHS
Detail Review of QuickBooks Chart of Accounts	20	✓		FLHS
Do-It- Yourself Home Maintenance for Women (NEW) (9:00am - 4:00pm)	15	✓	\$20.00	FLHS
Documenting Behaviour in the Regular Classroom	30			FLHS
Drumming for Health - Wellness Workshop	25	✓		FLHS
Energize - Emotional Freedom Technique (NEW)	25			FLHS
Excel Level 1 (CBE OACP Course) (9:00am – 4:00pm) (2 day course)	16	✓	\$80.00	FLHS
Facilitating Academic Modifications for Students with High-Functional Autism & Aspergers Syndrome	30			FLHS
Financial Planning (NEW)	40			FLHS
Flowers for Everyday Interior Decorating (NEW)	25	✓	\$30.00	FLHS
Funky Wire	25	✓	\$20.00	FLHS
Getting to Know Your Guardian Angel	15	✓		FLHS
How to Get the Most From Your Digital Camera & Images	20	✓		FLHS
Identity Theft (NEW)	30	✓		FLHS
Into the Hearts and Heads of Children (NEW)	50	✓		FLHS
Kurzweil 3000 for High Incidence Disabilities & ESL Learners (NEW)	20	✓		FLHS

Legend: AP - Acadia Pool FLHS - Forest Lawn High School SJL - Sir James Loughheed
EMJH - Ernest Morrow Junior High ECT - Erlton Computer Training Centre

CONVENTION AT A GLANCE

Thursday, Feb. 14, 9:00 - 11:30am

Session	Participants	Registration Required	Fee	Location
Living Your Giftedness	30			FLHS
Massage 101	20	✓		FLHS
Meditation - An Overview	25	✓		FLHS
Mental Health 101	30	✓		FLHS
Mental Toughness (NEW)	50			FLHS
Outlook Level 1 (CBE OACP Course) (NEW) (9:00am – 4:00pm)	16	✓	\$40.00	ECT
Publisher Level 1 (CBE OACP Course) (NEW) (9:00am – 4:00pm)	16	✓	\$40.00	ECT
Qi Gong (NEW)	25	✓		FLHS
Read with Speed (NEW) (9:00am - 4:00pm)	30	✓		FLHS
Red Cross Standard First Aid/CPR (Day 1 of 2) (8:30am – 5:00pm)	100	✓	\$35.00	EMJH
Reflexology for the Hand	20	✓		FLHS
Relaxation with Reiki (NEW)	50	✓		FLHS
Sensational One Pot Meals (NEW) (9:00am - 4:00pm)	12	✓	\$20.00	FLHS
Sensory Integration Dysfunction in the Classroom (NEW)	25	✓		FLHS
Signing with Students in the School Setting	20	✓		FLHS
Spanish for Travellers in One Day (9:00am – 4:00pm)	15	✓	\$35.00	FLHS
Speaking Circles (NEW)	20	✓		FLHS
Stress - Finding Peace Within (NEW)	25			FLHS
Surviving the Team (NEW)	25			FLHS
Synchronicity & Coincidence (NEW)	25			FLHS
True Colors for Teaching	30	✓		FLHS
Understanding Eating Disorders (NEW)	50	✓		FLHS
Understanding Oracle	20	✓		FLHS
What You Need to Know About Retirement	30			FLHS
When Physical Intimacy Causes Pain	30			FLHS
Why are my legs so tired? (NEW)	30			FLHS
Windows Level 1 (CBE OACP Course) (9:00am – 4:00pm)	16	✓	\$35.00	FLHS
Word Level 1 (CBE OACP Course) (9:00am - 4:00pm)	16	✓	\$35.00	FLHS
Youth Criminal Justice (NEW)	30			FLHS

CONVENTION AT A GLANCE

Thursday, Feb. 14, 1:00 - 3:30pm

Session	Participants	Registration Required	Fee	Location
Arithmetic to Mathematics: Developing Number Sense	30	✓		FLHS
Beginner Landscape	20	✓	\$20.00	FLHS
Better Listening & Assertive Behaviour	25	✓		FLHS
Calligraphy in a Celtic Style	12	✓	\$20.00	FLHS
Creating a Dynamic Resumé that gets Results (NEW)	25			FLHS
Creating the Life of Your Dreams (NEW)	25	✓		FLHS
Detail Review of QuickBooks Chart of Accounts	20	✓		FLHS
Developmental Disability and the Reading Process (NEW)	25			FLHS
Executor/Executrix Duties and Responsibilities (NEW)	30	✓		FLHS
Fingerspell It	20	✓		FLHS
Flowers for Everyday Interior Decorating (NEW)	25	✓	\$30.00	FLHS
Help for the Clumsy, Messy, Uncoordinated Student (NEW)	30	✓		FLHS
How to Get the Most From Your Digital Camera & Images	20	✓		FLHS
Identity Theft (NEW)	30	✓		FLHS
Kurzweil 3000 for High Incidence Disabilities & ESL Learners (NEW)	20	✓		FLHS
Let It Out! (NEW)	30			FLHS
Library Manual Introduction (NEW)	30	✓		FLHS
Living Wills (NEW)	25	✓		FLHS
Living Your Dream - I Travelled Around the World on a Motorcycle (NEW)	30			FLHS
Massage 101	20	✓		FLHS
Relaxation with Reiki (NEW)	50	✓		FLHS
Retirement Income Planning (NEW)	40			FLHS
Stress Defence	50	✓		FLHS

CONVENTION AT A GLANCE

Friday, Feb. 15, 10:30am - 1:00pm

Keynote Speaker: Michelle Cederberg
9:00 am - 10:15 am at Forest Lawn High School

Session	Participants	Registration Required	Fee	Location
Access Level 1 (CBE OACP Course) (NEW) (9:00am – 4:00pm) (Day 2 of 2)	16	✓		FLHS
Aquafit & Feng Shui	20	✓		AP
Believe in Yourself - You're Awesome	20	✓		FLHS
Brain Gym - An Intro	50	✓		FLHS
CBE/TSS Benefits & Local Authorities Pension Plan	200			FLHS
Calligraphy in a Celtic Style	12	✓	\$20.00	FLHS
Canadian Callanetics (NEW)	15	✓		FLHS
Creating the Life of Your Dreams (NEW)	25	✓		FLHS
Discover my Purpose	10	✓		FLHS
Excel Level 1 (CBE OACP Course) (Day 2 of 2)	16	✓		FLHS
Fairy House for the Birds (NEW)	25	✓	\$20.00	FLHS
Fear Free Art (NEW)	30	✓	\$20.00	FLHS
Funky Wire	25	✓	\$20.00	FLHS
Into the Hearts and Heads of Children (NEW)	50	✓		FLHS
Landscape Design - Where to Begin (NEW)	25	✓	\$20.00	FLHS
Massage - Cranial (NEW)	20	✓		FLHS
More Signing with Students in the School Setting	20	✓		FLHS
Now I Know My ABCs	30	✓		FLHS
Online SM1 in Oracle Financials (Hands-On)	15	✓		SJLH
Red Cross Standard First Aid/CPR (Day 2 of 2) (8:30 am - 5:00pm)	100	✓		EMJH
Red Cross Standard First Aid/CPR Recertification (8:30am – 5:00pm) (1 day course)	100	✓	\$35.00	EMJH
Taking Minutes at Meetings (CBE OACP Course) (NEW) (9:00am - 4:00pm)	20	✓	\$30.00	FLHS
Telephone Etiquette (CBE OACP Course) (NEW)	30	✓	\$20.00	FLHS
What is your blood pressure doing to you? (NEW)	25			FLHS
Word Level 2 (CBE OACP Course) (9:00am - 4:00pm)	16	✓	\$35.00	FLHS
Word Level 3 (CBE OACP Course) (NEW) (9:00am - 4:00pm)	16	✓	\$35.00	FLHS

Legend: AP - Acadia Pool FLHS - Forest Lawn High School SJL - Sir James Lougheed
 EMJH - Ernest Morrow Junior High ECT - Ertlton Computer Training Centre



MICHELLECEDERBERG.COM
MKIN, BA PSYC *Live Out Loud*



Exposing the Myth of Life Balance

- Life Balance Strategist
- Fitness Motivation Expert
- International Speaker

*A realistic and humorous approach to getting more **time**, **energy**, and **enjoyment** out of life!*

As a recognized life balance strategist and fitness motivation expert Michelle motivates her audiences to take realistic steps toward more of the things we all want – achievable life balance, time for fitness, heightened stress 'defense', and the energy and confidence they bring!



SESSIONS LISTED ALPHABETICALLY

Access Level 1 - Comfortably Paced (CBE OACP Course)



CLS	16	\$80.00	(2 day)	Registration Required
Thursday	9:00 - 4:00pm			Forest Lawn High School
Friday	9:00 - 4:00pm			

Learn introductory concepts of database development including how to design a table, and add, edit, locate, sort and delete records. This course is also part of the CBE Office Administration Certificate Program (OACP).

Aquafit & Feng Shui - We've all heard the name...but what is it really?

Dara Oosterlee & Maureen Cowling	20			Registration Required
Thursday	9:00 - 11:30am			Acadia Pool
Friday	10:30 - 1:00pm			

Dig out your bathing suit & towel, come and have an hour of fun and fitness. Aquacise incorporates the buoyancy and resistance of water to challenge your cardio system and muscle groups. These exercises are done to high energy music in chest deep water. Learn the basic Feng Shui tools to get you started. Enhance your environment opportunities and intentions. **Bring a notebook and pen** and get ready to enjoy a positive experience.

Arithmetic to Mathematics: Developing Number Sense

Paul Davies	30			Registration Required
Thursday	1:00 - 3:30pm			Forest Lawn High School

This session will examine various strategies and approaches used in teaching and supporting students in junior high mathematics. Emphasis will be placed on building student confidence through number sense development.

Aromatherapy

Helena Canfield	25			Registration Required
Thursday	9:00 - 11:30am			Forest Lawn High School

From ancient times to modern day, this powerful therapy has been used to heal the body, clear the mind and elevate the spirit. Explore the history, quality awareness and safety precautions. Experience eleven certified therapeutic strength essential oils; learn their many benefits and how to use them. **Students should bring a bottle of water.**

"Be Safe not Sorry"

Debra deWaal 30
Thursday 9:00 - 11:30am Forest Lawn High School

In one dynamic session, learn how to handle the ultimate "what if" scenario. Debra deWaal, a former Calgary Police Officer will share her experiences in an informative high energy and humorous way. This session will give you the mental and physical tools to be safe in a verbal or physical conflict.

Beginner Landscape

Linda Craddock 20 \$20.00 Registration Required
Thursday 1:00 - 3:30pm Forest Lawn High School

Bring several of your favourite landscape photos to this workshop and learn easy techniques to start a successful landscape painting, beginning with preliminary sketching.

Believe in Yourself - You're Awesome

Tina Thrussell 20 Registration Required
Friday 10:30 - 1:00pm Forest Lawn High School

Be energized at this fun-filled, interactive program of personal growth and discovery. Discover how the way you think and feel affects your quality of life. Learn ways to boost your belief in yourself while having fun at the same time

Better Listening & Assertive Behaviour

Maidie Couvillon 25 Registration Required
Thursday 1:00 - 3:30pm Forest Lawn High School

This session explores ideas and activities to improve listening skills and oral communication in the elementary school in a fun, game-like setting. Practice with assertive behavior (as opposed to aggressive or passive) through group activities will also be included in this very active session

Bookkeeping Introduction/Overview

Doug Reech, C.A. 30 Registration Required
Thursday 9:00 - 4:00pm Forest Lawn High School

Little or no formal bookkeeping instruction? Don't know a Debit from a Credit? Join this workshop and learn the basics. You will learn how to recognize, analyze and record transactions and better understand financial information and accounting principles. This course provides an overview of the fundamentals you need to know before learning a computerized accounting program.

Brain Gym - An Intro

Steven Ockey 50 Registration Required
Friday 10:30 - 1:00pm Forest Lawn High School

Brain Gym is a series of quick, fun and energizing activities that are effective in preparing any learner for specific thinking and coordination skills. If you want to improve your coordination, concentration, your golf game or study habits, reduce stress or sleep better, Brain Gym could be the start of something smart.

Breathing For The Health Of It

Brenda Gibbs 25 Registration Required
Thursday 9:00 - 11:30am Forest Lawn High School

Optimize your health and enhance your work environment. Learn conscious, diaphragmatic breathing exercises for calming, centering, energizing, focusing and de-stressing. How you breathe can make a difference in your life.

CBE/TSS Benefits & Local Authorities Pension Plan

Gail Dalton & Tim Maley 200
Friday 10:30 - 1:00pm Forest Lawn High School

A review of your Calgary Board of Education benefit plan. A presentation from the Local Authorities Pension Plan with a focus on retirement.

Calligraphy in a Celtic Style

Donna Uncles & Renate Worthington 12 \$20.00 Registration Required
Thursday 1:00 - 3:30pm Forest Lawn High School
Friday 10:30 - 1:00pm

We'll focus on "uncial" a celtic style of lettering and add a beautiful capital decorated letter. No experience necessary, just a willingness to learn! **Students are required to bring a pencil, eraser and ruler to the class.**

Canadian Callanetics



Rhonda Bleau 15 Registration Required
Thursday 9:00 - 11:30am Forest Lawn High School
Friday 10:30 - 1:00pm

Canadian Callanetics is a body sculpting exercise class incorporating Ballet & Yoga. During this workshop we will review concepts, phrasing body awareness, practice body positioning and techniques. Please wear comfortable clothing.

**Claim Your Voice - Claim Your Power:
The Basics of Confident Communication**



Patty Shortreed

25

Registration Required

Thursday

9:00 - 11:30am

Forest Lawn High School

Join Patty Shortreed for this engaging and entertaining hands-on presentation. Learn how to capture the attention of your audience, increase your effectiveness with others, and feel better about yourself. Identify and eliminate the underlying fears and self-doubts that can sabotage business and personal communications, and how you can develop your ability to speak up with confidence to be a powerful presence one-on-one and in meetings.

Creating a Dynamic Resumé that gets Results



Joy Ulrich

25

Thursday

1:00 - 3:30pm

Forest Lawn High School

The purpose of a resumé is to get you the interview. It is estimated that 75% of the resúmes out there are "BAD" or in other words in-effective. Resumé styles change over time. Are you aware of what employers are looking for? Does your resumé get you the interview? Is it time to bring your resumé up to date?

Creating the Life of Your Dreams



Michelle Nedelec

25

Registration Required

Thursday

1:00 - 3:30pm

Forest Lawn High School

Friday

10:30 - 1:00pm

We all want to be successful, don't we? There isn't a person alive that doesn't want to be successful. At this session you learn a more effective definition of success, you will gain a clear understanding of how we create our results and you'll gain a new perspective on fear and how to use it to your advantage to create a passionate and purposeful life.

Extra copies of the brochure may be downloaded
from the Staff Association web site:
cbestaffassociation.ab.ca

Customer Service (CBE OACP Course)

Drew Price	30	\$30.00	Registration Required
Thursday	9:00 - 4:00pm		Forest Lawn High School

With the proper tools, your front line staff could turn your business around and increase sales. In this age of fierce competition you need well-trained staff to set you apart. This workshop will take you through the eight pillars of customer service excellence, how to deal with disasters and angry customers, how to use surveys and feedback responses, develop customer service guidelines and effectively manage the customer service process. Learn how to better serve your customers now.

Deacon's Bench

Marie Butler	20	\$60.00	Registration Required
Thursday	9:00 - 4:00pm		Forest Lawn High School

This unique willow bench will provide a cozy seat in your garden for two or grace any porch, deck or entry way. It's unique build is 40 inches wide and approximately 30 inches tall. Spruce board is used for a comfortable seat and supple branches adorn the back. **Tools needed include a drill with a 3/32" bit, hammer, pruning shears, tape measure and chalk.**

Dealing with Difficult People (CBE OACP Course)

Katherine Murray	25	\$30.00	Registration Required
Thursday	9:00 - 4:00pm		Forest Lawn High School

Have you ever had to deal with difficult people at work? If you haven't, consider yourself lucky! For those not as fortunate, learn to understand these people, and gain specific strategies for dealing with them. Know what to do and say the next time you're the target of 'extreme' behaviour. This course is also part of the CBE Office Administration Certificate Program (OACP).

Detail Review of QuickBooks Chart of Accounts

Michelle Fleck	20		Registration Required
Thursday	9:00 - 11:30am		Forest Lawn High School
Thursday	1:00 - 3:30pm		

Will be a detailed review of the QuickBooks chart of accounts. This will entail a review of the difference between accounts and classes as well as when to use the appropriate accounts. Questions and discussion to follow.

Developmental Disability and the Reading Process



Nathalie Poulin 25

Thursday 1:00 - 3:30pm

Forest Lawn High School

Many children with a developmental disability are capable of learning to read. However, the teaching methods and expectations often need to be adjusted or modified. This workshop will explore the prerequisites for reading and the different approaches.

Discover my Purpose

Mona Cooley 10

Registration Required

Friday 10:30 - 1:00pm

Forest Lawn High School

Lessen the feelings of being lost. Set yourself on a path to the meaning of happiness and fulfillment. Learn this 7-step process that will guide you to discover your purpose and provide you with a tool to continue your journey of deeper self-discovery.

Do-It-Yourself Home Maintenance for Women



Kathy Hamilton 15 \$20.00

Registration Required

Thursday 9:00 - 4:00pm

Forest Lawn High School

Can't find a repairperson to take care of some jobs at home? Gain experience in this one-day workshop to wire an electrical outlet and also learn to tile. You will do your own individual tiling project where you will learn to cut, set and grout tile. You too can be a do-it-yourself woman!

Documenting Behaviour in the Regular Classroom

Nathalie Poulin 30

Thursday 9:00 - 11:30am

Forest Lawn High School

This presentation will discuss the importance of recording problem behaviours and strategies that will facilitate the process of documentation. A brief look at the Functional Behaviour Assessment will help participants in understanding how documenting can support behaviour plans.

Enter your name for the many door prizes

Drumming for Health - Wellness Workshop

Shelly Hurl-Anderson 25 Registration Required
Thursday 9:00 - 11:30am Forest Lawn High School

This workshop will take you on a journey. It will transform you from an individual, to a part of something bigger than yourself, a member of a rhythmical community. Let the rhythm of the drums melt your stress away, get your creative juices flowing, and unleash your fun side. No drumming experience necessary. All instruments provided.

Energize - Emotional Freedom Technique

Christine Loziak 25
Thursday 9:00 - 11:30am Forest Lawn High School

Attract Abundance! Lose Weight! Feel Great! Heal Faster! People all around the world have improved their lives using Emotional Freedom Technique (EFT). EFT is a simple acupressure technique, which clears the body's energy meridians. Learn this simple acupressure technique and see what it can do for you.

Excel Level 1 (CBE OACP Course)

CLS 16 \$80.00 (2 day) Registration Required
Thursday 9:00 - 4:00pm Forest Lawn High School
Friday 9:00 - 4:00pm

Comfortably Paced. Learn to create, modify and format a basic worksheet, perform calculations, develop & print the contents of a workbook and customize the layout of the Excel window. This course is also part of the CBE Office Administration Certificate Program (OACP). **Prerequisite: Windows XP - Level 1 or Windows Vista - Level 1 or equivalent experience.**

Executor/Executrix Duties and Responsibilities

CLS 30 Registration Required
Thursday 1:00 - 3:30pm Forest Lawn High School

Find out all the ramifications of this job including how to get started, inventorying assets, creditors, insurance, expenses, codicils, surrogate procedures, distribution of money, whether or not to charge for your services and final settlement. Information you need to know to be an executor/executrix or to help you choose your own executor/executrix.

Facilitating Academic Modifications for Students with High-Functional Autism & Aspergers Syndrome

Sandy Mann, Darryl Weir, Debra Pierce

& Melanie Clark 30

Thursday 9:00 - 11:30am

Forest Lawn High School

This session will provide practical classroom ideas and strategies for: academic expectations, accommodations, modifications and adaptations, supports and learning strategies. Ready to use samples and templates will be available.

Fairy House for the Birds



Marie Butler 25 \$20.00

Registration Required

Friday 10:30 - 1:00pm

Forest Lawn High School

This delightful birdhouse will also invite your magical garden friends to light up your garden! It's unique design provides shelter for our feathered friends and reminds us of the garden's mystic and magic that can only be seen with the eyes of a delighted heart.

Fear Free Art



Linda Craddock 30 \$20.00

Registration Required

Friday 10:30 - 1:00pm

Forest Lawn High School

Clear any artistic blocks in this course! Play with color in a variety of ways that are accessible and fun. Learn to feel comfortable with arts and take away skills you can use in life or at school. This course is taught in a friendly and encouraging manner by CAPES artist Linda Craddock, who developed the course as part of her own studio work. Art supplies will be provided.

Financial Planning



Rob Koski 40

Thursday 9:00 - 11:30am

Forest Lawn High School

This presentation is focused towards the Support Staff of the CBE who have 10 years or more to their expected retirement date. The goal of this session will be to have you develop a desire to take control of your financial well being.

Don't forget the Food Bank!

Fingerspell It

Cari-Ann Roberts 20 Registration Required
Thursday 1:00 - 3:30pm Forest Lawn High School

Fingerspell It is a spelling program that offers an alternative strategy for teaching spelling that utilizes the sign language alphabet in remedial spelling lessons. The addition of a tactile, kinesthetic method of spelling provides students with learning disabilities and reluctant learners with a spelling strategy in which they can "feel" the word and thereby improve their spelling performance.

Flowers for Everyday Interior Decorating

Paul Jaras 25 \$30.00 Registration Required
Thursday 9:00 - 11:30am Forest Lawn High School
Thursday 1:00 - 3:30pm

Just in time for Valentine's Day! You will create an arrangement that will impress and amaze. Learn composition, use of decorative elements and floral care as you design a beautiful table centerpiece. Floral supplies included.

Funky Wire

Michael Glinz 25 \$20.00 Registration Required
Thursday 9:00 - 11:30am Forest Lawn High School
Friday 10:30 - 1:00pm

Create your own wire art project. This is a unique way to sculpt with wire to create your very own masterpiece. Animals, people, landscapes, bugs and what ever else you can imagine. Supplies included.

Getting to Know Your Guardian Angel

Linda Perry 15 Registration Required
Thursday 9:00 - 11:30am Forest Lawn High School

Have you ever wondered who has been watching out for you? Connect personally to your angel and guide through meditation in a safe, secure environment.

Help for the Clumsy, Messy, Uncoordinated Student

Dr. Paulene Kamps 30 Registration Required
Thursday 1:00 - 3:30pm Forest Lawn High School

Who are these students? What may be causing their difficulties? How can we help them? Be prepared to learn.

How to Get the Most From Your Digital Camera & Images

Neil Koven	20	Registration Required
Thursday	9:00 - 11:30am	Forest Lawn High School
Thursday	1:00 - 3:30pm	

We all have digital cameras now, but do we really understand what all those symbols mean and what they'll do? How can we get the best results from our digital cameras? In this session, we will explore the digital camera, what it can do, what do you really need it to do, and what it can't do, and how to get the most out of the images that we take. We'll look at how we can enhance our images on the computer, and what the best way is to share them with others.

Identity Theft

Linda McKay-Panos	30	Registration Required
Thursday	9:00 - 11:30am	Forest Lawn High School
Thursday	1:00 - 3:30pm	

This presentation provides a general overview of legal issues related to your information identity. Discussion topics include disclosing your personal information, to whom and in what circumstances, what you can do if information is inaccurate, if someone discloses information about you when they shouldn't, or if someone steals your information.

Into the Hearts and Heads of Children

Sandy Newman	50	Registration Required
Thursday	9:00 - 11:30am	Forest Lawn High School
Friday	10:30 - 1:00pm	

Explore working with a variety of different learning needs such as: Autism, PDD, ADHD, Sensory Integration Disorder, Motor Planning Problems, and many other issues plaguing our children today. We will examine why some children struggle and also look at innovative communication techniques that have been consistently successful.

Come early for coffee

Kurzweil 3000 for High Incidence Disabilities & ESL Learners



Lisa Boone	20	Registration Required
Thursday	9:00 - 11:30am	Forest Lawn High School
Thursday	1:00 - 3:30pm	

Kurzweil 3000 is a powerful accommodation tool for struggling students, and we will examine how this program offers supports for diverse learners for reading, studying and writing.

Landscaping Design - Where to Begin



Alan Mackenzie	25	\$20.00	Registration Required
Friday	10:30 - 1:00pm	Forest Lawn High School	

Plan, plan, plan! How many times have you heard this from landscape professionals? Well, without it, those visions of creating a masterpiece may be crushed. Planning is really all that is necessary. Join Alan as he takes you through all the steps required for a successful project. You will learn how to read a residential property report, design, cost, phase and construct your own landscape project.

Let It Out!



Brenda Gibbs	30	
Thursday	1:00 - 3:30pm	Forest Lawn High School

If our emotions are not expressed in healthy ways they get stuck in our cellular memory and cause disease. Explore ways of releasing your physical, emotional and mental energy. Learn how to let it all out for your health and well-being!

Library Manual Introduction



Rossanne Moore & Karol Smith	30	Registration Required
Thursday	1:00 - 3:30pm	Forest Lawn High School

This session will include a review and discussion of the new Library Manual. This information in the manual standardizes policies and procedures. Get it first hand from some of the manual developers.

Enter your name for the many door prizes

Living Wills



CLS 25 Registration Required
Thursday 1:00 - 3:30pm Forest Lawn High School

Are you interested in planning for your future if you become mentally incapacitated? A living will expresses your wishes regarding medical treatment. Find out from a lawyer the appropriate articles that should be included and why.

Living Your Dream - I Travelled Around the World on a Motorcycle



Doris Maron 30
Thursday 1:00 - 3:30pm Forest Lawn High School

Come & chat with Doris as she talks about living her wildest dream and shares pictures of her travels from around the world. She will do a personal signing of her book "Untamed Spirit" which covers the first half of her journey.

Living Your Giftedness

Corinne Bergstrom 30
Thursday 9:00 - 11:30am Forest Lawn High School

This interactive session will engage participants to reflect upon their strengths and gifts and how these show up in their daily lives. Participants will learn ways to identify their passions and discover how these passions and gifts can fuel the pursuit of meaningful work or bring more joy to a current career choice. The session will focus on purpose, strengths, happiness and contribution as themes.

Don't forget the Food Bank!

Massage 101

Christena Chesney	20	Registration Required
Thursday	9:00 - 11:30am	Forest Lawn High School
Thursday	1:00 - 3:30pm	

Learn to give friends, loved ones and co-workers a relaxing, safe and effective back, neck, shoulder, arm and scalp massage. Loosen up using seated chair techniques.

Massage - Cranial

Donna Rustebakke	20	Registration Required
Friday	10:30 - 1:00pm	Forest Lawn High School

Relieve headaches, reduce stress, control pain and promote relaxation. Cranial Sacral therapy is a gentle method of detection and correction that encourages your own natural healing mechanisms. Dissipate negative effects of stress on your central nervous system and benefit from better overall health and resistance to disease.

Meditation - An Overview

Bonnie Switzer	25	Registration Required
Thursday	9:00 - 11:30am	Forest Lawn High School

Reduce stress and relax. Introduce yourself to the benefits of meditation.

Mental Health 101

Jo Ann Telfer	30	Registration Required
Thursday	9:00 - 11:30am	Forest Lawn High School

Maintaining our mental health is just as important as maintaining our physical health, but what exactly is mental health? This workshop will discuss why many people are ashamed to talk about their mental health struggles, describe characteristics of good mental health, separate myths from facts, and will offer suggestions on how we can all achieve lifelong mental health.

Come early for coffee

Mental Toughness



Debra DeWaal

50

Thursday

9:00 - 11:30am

Forest Lawn High School

This session will allow participants to achieve new, superior performance levels both at home and at the office. Get inspired and motivated in this dynamic session to learn how to perform at the upper limits of your talent while under stress and pressure.

More Signing with Students in the School Setting

Cari-Ann Roberts

20

Registration Required

Friday

10:30 - 1:00pm

Forest Lawn High School

More Signing with Students in the School Setting is a fun and interactive workshop for participants who participated in the Signing with Students in the School Setting on Thursday as well as for those who have already been using some signing in their work with students and would like to learn more. This workshop will be participant focused, **bring along classroom situations, materials and activities that they would like to manage and/or enrich with signing.**

Now I Know My ABCs

Patti DesJardine & Melanie Gilbert

30

Registration Required

Friday

10:30 - 1:00pm

Forest Lawn High School

This session addresses the concerns of supporting students with challenging behaviours. It will introduce the participants to the concept that all behaviours, appropriate and inappropriate, serve a particular function for the student and are motivated by outside needs that can be identified and controlled. Participants will take part in discussion, use an assessment tool for determining the motivation behind a student's challenging behaviour, and consider various scenarios.

Extra copies of the brochure may be downloaded
from the Staff Association web site:
cbestaffassociation.ab.ca

OnLine SM1 in Oracle Financials (Hands-On)

Betty Chan 15 Registration Required
Friday 10:30 - 1:00pm Sir James Lougheed Elementary School

The online requisition in Oracle Financials will enable you to input your SM1s online and send them electronically to Stores. The online process will replace the manual process of filling out the current SM1 form. This workshop is designed for school administrative secretaries, bookkeepers and whoever does the ordering of inventory items for the school.

Outlook Level 1 (CBE OACP Course)

CLS 16 \$40.00 Registration Required
Thursday 9:00 - 4:00pm Erlton Computer Training Centre

Comfortably Paced. Learn the fundamentals of using Outlook to coordinate mail, appointments, events, meetings, tasks and contacts. This course is also part of the CBE Office Administration Certificate Program (OACP). **Prerequisite: Windows XP - Level 1 or Windows Vista - Level 1 or equivalent experience.**

Publisher Level 1 (CBE OACP Course)

CLS 16 \$40.00 Registration Required
Thursday 9:00 - 4:00pm Erlton Computer Training Centre

Fast Paced. This is an introduction to one of the easiest desktop publishing programs available today using Microsoft Publisher 2003. Review desktop publishing concepts and then look at how to create documents such as newsletters, flyers and brochures. This course is also part of the CBE Office Administration Certificate Program (OACP). **Prerequisite: Word - Level 1 or equivalent experience.**

Qi Gong

Robert Clark 25 Registration Required
Thursday 9:00 - 11:30am Forest Lawn High School

Want to wean yourself from stimulants like coffee, sweets and soft drinks? Qi Gong is a way to relax, refresh, release and rebuild. Learn a one minute exercise to refresh yourself without the crash those stimulants may bring. Begin and end your day releasing your burdens and grounding yourself for an energizing day, deeper sleep and better balance.

Red Cross Standard First Aid/CPR

Fusion Safety	100	\$35.00	(2 day)	Registration Required
Thursday	8:30 - 5:00pm			Ernest Morrow Junior High
Friday	8:30 - 5:00pm			

Exciting things are happening in the First Aid world. New guidelines for First Aid and CPR have been approved and are now being implemented. Get the latest information and protocols in **this exciting 2-day program** taught by certified instructors for the Canadian Red Cross. You will learn the ABC's of First Aid and CPR (for adults, children and infants- Level C CPR), when and how to use an automated external defibrillator, how to deal with shock, bleeding, bone & joint injuries and more. You will also learn how to recognize and treat various medical conditions such as: diabetes, severe allergic reactions, asthma, seizures and much more. **A Red Cross First Aid & CPR manual is included in the course and will be distributed at the start of the class.** Upon successful completion, certification will be issued through the Red Cross and is valid for 3 years.

Red Cross Standard First Aid/CPR Recertification

Fusion Safety	100	\$35.00		Registration Required
Friday	8:30 - 5:00pm			Ernest Morrow Junior High

Update your previous training with loads of new information! **This exciting 1-day refresher course** is a very fast-paced program designed to test your existing knowledge and fill you in on all the latest changes in First Aid and CPR and defibrillation. **Participants must hold a valid (not yet expired) Standard First Aid certificate, and this must be brought to the program as proof of eligibility to recertify.** Upon successful completion, certification will be issued through the Red Cross and is valid for 3 years. **All participants in the recertification program will be issued a new book due to the guideline changes. A Red Cross First Aid & CPR manual is included in the course and will be distributed at the start of the class.** Certification from this course meets workplace training requirements and is also perfect for you if you want to learn more. Learn what to do for airway, breathing and circulation emergencies for adult, child and infant casualties, (Level C CPR), as well as shock, bleeding, secondary survey, bone & joint injuries, sudden medical conditions and much more. Certification issued through the Canadian Red Cross is valid for 3 years and is recognized by Alberta Workplace Health and Safety.

Read with Speed



Bruce Lee

30

Registration Required

Thursday

9:00 - 4:00pm

Forest Lawn High School

Are you struggling to stay ahead of the paper blizzard, finding you are re-reading passages and not remembering what you have read? Learn to read four times as much, in half the time, and remember it all. Eliminate feeling overwhelmed by the number of reading projects improve the understanding of what you read, understand why we read for ideas, not words, break the habit of re-reading a passage and make reading more enjoyable.

Reflexology for the Hand

Julie Bugno

20

Registration Required

Thursday

9:00 - 11:30am

Forest Lawn High School

Hand reflexology is a practical and convenient way to help you feel better. It can be used to relax, improve circulation in the whole body, and for preventative maintenance. It can also be used to relieve such common ailments as headaches, neck, shoulder and back pain, stress, fatigue and many others. Come and learn about hand reflexology and meridian pathways and leave with practical techniques and exercises that you can use anywhere.

Relaxation with Reiki



Bernadette Pasteris 50

Registration Required

Thursday

9:00 - 11:30am

Forest Lawn High School

Thursday

1:00 - 3:30pm

Participants will learn how to relax & decrease stress with proper breathing, energy grounding, meditation & daily affirmations. This session is for those with little or no experience with relaxation techniques or energy works.

Retirement Income Planning



Rob Koski

40

Thursday

1:00 - 3:30pm

Forest Lawn High School

This presentation is focused towards the Support Staff of the CBE who have 10 years or less to their expected retirement date. The goal of this session will be to have you develop a desire to take control of your financial well being.

Sensational One Pot Meals

Karen Campbell 12 \$20.00 Registration Required
Thursday 9:00 - 4:00pm Forest Lawn High School

Sensational taste infused with flavours from France, Spain and Italy; both vegetarian and meat dishes. Learn to combine, from a bountiful harvest, meals that can be created over a stove top or in the oven or crock pot. Soups, stews and one-pot meals. Extras to freeze for the days when you don't have time to cook. Yum!

Sensory Integration Dysfunction in the Classroom

Patti Desjardine & Melanie Gilbert 25 Registration Required
Thursday 9:00 - 11:30am Forest Lawn High School

Theory of sensory integration dysfunction is introduced and strategies for supporting students from a cognitive and behavioural perspective are discussed.

Signing with Students in the School Setting

Cari-Ann Roberts 20 Registration Required
Thursday 9:00 - 11:30am Forest Lawn High School

A fun and interactive workshop that focuses on using signing with students for language growth and behaviour management. In addition to fostering language development the ability to sign reduces behaviour problems and enhances the learning environment.

Spanish for Travellers in One Day

Martha Romeo 15 \$35.00 Registration Required
Thursday 9:00 - 4:00pm Forest Lawn High School

Say hello, ask for directions, order lunch and count your change! Travel to a Spanish-speaking country and know a few words to pave the way. Have fun and enjoy your trip!

Speaking Circles

Elaine Dixson 20 Registration Required
Thursday 9:00 - 11:30am Forest Lawn High School

Discover the "you" everyone is waiting to hear! Learn how to be a relaxed, compelling speaker just by being yourself!

Stress - Finding Peace Within

NEW

Dr. Jennifer Bunzenmeyer 25

Thursday 9:00 - 11:30am

Forest Lawn High School

Our fast-paced lifestyle often leaves us experiencing some degree of stress. Daily responsibilities and deadlines can leave you feeling exhausted. Learn what stress does to you to gain a better understanding of ways to support your entire body. Discover strategies including nutrition, lifestyle modifications and relaxation to help you support your mind and body as you flow through the stress in life.

Stress Defense

NEW

Michelle Cederberg 50

Registration Required

Thursday 1:00 - 3:30pm

Forest Lawn High School

Our "stress generation" is so used to living with stress that it doesn't occur to us that we don't have to! Join Michelle as she presents her viewpoints on the physical impact of stress on the body, how we create needless stress for ourselves, and what we can do to minimize it. Michelle will also talk about how your reactions to events can impact your stress levels and provide you with her practical 6 step "stress defense".

Surviving the Team

NEW

Joy Ulrich 25

Thursday 9:00 - 11:30am

Forest Lawn High School

We work closely alongside people who don't do things the way we do (the right way). Being a part of a team can be complicated! Using the MBTI personality tool, we will come to understand how you prefer to do things, how that may be perceived by others and strategies on how to overcome differences to establish a good team.

Synchronicity & Coincidence

NEW

Carrienne Fonger 25

Thursday 9:00 - 11:30am

Forest Lawn High School

Are you listening to what the universe is telling you? Learn and recognize synchronicity and coincidence. Understand why they occur in our lives and how to use them as tools to lead the way on life's journey. Expand your intuition by utilizing these empowering tools.

Taking Minutes at Meetings (CBE OACP Course)



Sandra Hebert 20 \$30.00
Friday 9:00 - 4:00pm

Registration Required
Forest Lawn High School

Learn how to take minutes or improve your skills. Topics include meeting formats, rules, roles and responsibilities of meeting personnel, preparation, agendas, minutes and effective minute-taking techniques. A Personal Shorthand course is recommended. This course is also part of the CBE Office Administration Certificate Program (OACP).

Telephone Etiquette (CBE OACP Course)



Heather Meadows 30 \$20.00
Friday 10:30 - 1:00pm

Registration Required
Forest Lawn High School

Learn how to enhance your professional image and communication skills. Telephone etiquette and behaviour can set a positive or negative tone for the conversation that follows. This course provides the necessary guidelines, knowledge, skills and strategies to ensure a positive impact on all callers. Training in the following areas is covered: effective greetings, voice technique, taking messages/voice mail and conference calls, handling difficult callers, and much more.

True Colors for Teaching

Rosalie Bain 30
Thursday 9:00 - 11:30am

Registration Required
Forest Lawn High School

Are you a curious green or a harmonious blue? The TRUE COLORS of TEACHING workshop is a meaningful exercise for educators to develop insights and understanding of themselves and others. Learn how this information can help you understand yourself and others, understand your teaching style and your students' learning style.

Understanding Eating Disorders



Kristy Miller & Robyn Englund 50
Thursday 9:00 - 11:30am

Registration Required
Forest Lawn High School

This session will provide an overview of eating disorders, the continuum of disordered eating, prevention and treatment to be able to identify classroom warning signs. To gain knowledge regarding how to intervene and community resources.

Understanding Oracle

Sandy Alban 20 Registration Required
Thursday 9:00 - 11:30am Forest Lawn High School

We will quickly review the account segment in Oracle. Then, we will examine the various monthly reports in detail, with special attention to the Payroll Labour Distribution Reports. The objective? Let's understand the information these reports provide and how they relate from one report to the next.

What is your blood pressure doing to you?

Irene Jackson 25
Friday 10:30 - 1:00pm Forest Lawn High School

High blood pressure is the silent killer. It causes damage to blood vessels & organs in the body and is the major cause of strokes. The new categories being applied to levels of blood pressure, how to reduce blood pressure and some medications will be presented.

What you need to know about Retirement

Rosalie Bain 30
Thursday 1:00 - 3:30pm Forest Lawn High School

Are you planning for retirement? Most of us do extensive financial planning, but limited emotional, psychological and life style planning. Learn about the stages of retirement and the direction you want to go. Learn how to prepare for the big transition and direct your retirement plans to the lifestyle you would like to lead.

Why are my legs so tired?

Irene Jackson 30
Thursday 9:00 - 11:30am Forest Lawn High School

Do your legs ache, feel numb or heavy? Do they swell if you stand for awhile? You may have varicose veins. Some can be prevented, some can be treated. This class will explore preventative treatment methods that are currently available.

When physical intimacy causes pain

Irene Jackson 30
Thursday 1:00 - 3:30pm Forest Lawn High School

Do you suffer from chronic pain in the vulva area that has lasted at least 3 months. If you answered "yes" you may have a type of vulvadynia. This workshop will discuss symptoms and treatment options.

Windows Level 1 (CBE OACP Course)

CLS	16	\$35.00	Registration Required
Thursday	9:00 - 4:00pm		Forest Lawn High School

Fast Paced. Learn to use the many features of this operating system including managing your desktop, using Windows Explorer to manage files and folders and exploring the mini-applications supplied with Windows. This course is also part of the CBE Office Administration Certificate Program (OACP). **Prerequisite: Comfortable with computers or Computers for the Absolute Beginner.**

Word Level 1 (CBE OACP Course)

CLS	16	\$35.00	Registration Required
Thursday	9:00 - 4:00pm		Forest Lawn High School

Fast Paced. Learn to create and edit a basic document, format text and paragraphs, control page appearance, and work with tables & graphics. This course is also part of the CBE Office Administration Certificate Program (OACP). **Prerequisite: Windows XP - Level 1 or Windows Vista - Level 1 or equivalent experience.**

Word Level 2 (CBE OACP Course)

CLS	16	\$35.00	Registration Required
Friday	9:00 - 4:00pm		Forest Lawn High School

Fast Paced. Microsoft Word has become the industry standard in word processing. All Word courses are also appropriate for Office 97, 2000, XP and 2003 users as the major concepts are very similar. This course is also part of the CBE Office Administration Certificate Program (OACP). **Prerequisite: Windows XP - Level 1 or Windows Vista - Level 1 and Word - Level 1 or equivalent experience.**

Extra copies of the brochure may be downloaded
from the Staff Association web site:
cbestaffassociation.ab.ca

Word Level 3 (CBE OACP Course)



CLS 16 \$35.00

Registration Required

Friday 9:00 - 4:00pm

Forest Lawn High School

Fast Paced. Learn to use MS Word with other programs, collaborate on documents, add reference marks & notes, work with long documents, make documents secure, create web pages & forms and use XML in Word. This course is also part of the CBE Office Administration Certificate Program (OACP).

Prerequisite: Windows XP - Level 1 or Windows Vista - Level 1 and Word - Level 2 or equivalent experience.

Youth Criminal Justice



Karuna Ramakrishnan, Crown Prosecutor

& Rayn Boyko, Calgary Police Service 30

Thursday 9:00 - 11:30am

Forest Lawn High School

An overview of the Youth Criminal Justice System from pre-charge to sentencing. School specific issues in relation to criminal behaviours that youths tend to be involved in at school will be discussed.

Come early for coffee

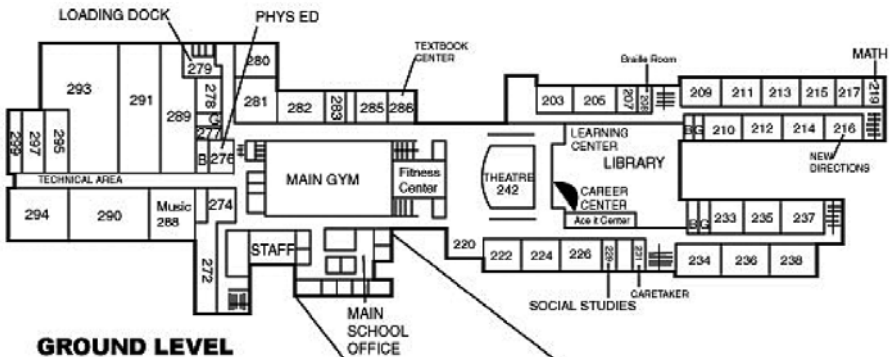
FLOOR PLAN OF FOREST LAWN HIGH SCHOOL

1304 - 44 Street SE

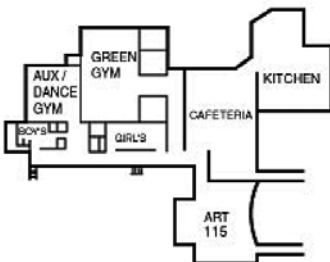
SECOND LEVEL



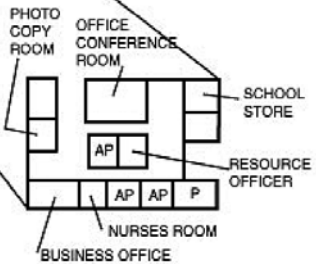
GROUND LEVEL



BASEMENT LEVEL



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Cathy Evanochko

Dorothy Hall

Ann Craig

Albert Herscovitch

Bryan Hicks

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Bill Flookes - Manager

Sonya Gillis - Administrative Assistant

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