



Atlantic Canada Chapter
Solid Waste Association of North America

2-Day Training Session – Management Skills for Solid Waste Supervisors

DATE: September 13th & 14th, 2017
TIME: 9:00 a.m. – 4:30 p.m. – breaks & lunches will be provided
LOCATION: Hampton Inn & Suites by Hilton, 35 Legends Avenue, Millbrook
COST: \$350 – SWANA Members
\$400 – Organization has a SWANA Membership (required to provide SWANA member name & #)
\$450 – Non-Members

The Atlantic Canada Chapter of SWANA is presenting an encore 2-day training program on management skills for solid waste supervisors. Please note: This program is limited to 24 participants.

COURSE CONTENT

The topic of management skills is vast, therefore the following outline areas of coverage the instructor has provided.

- Understanding different communications styles in the workplace
- Managing a multigenerational workplace
- How to have crucial conversations
- Understanding the performance management process
- Developing performance goals for performance coaching and development coaching
- Giving and receiving feedback
- Coaching essentials for supervisors and managers

In August participants will be contacted by the instructor directly to discuss their roles in their organizations, specific areas of interest they have, and look to understand their expectations. These discussions will help to mold the course content to the group of participants.

This course will provide an opportunity for discussion and collaboration among participants.

WHO SHOULD ATTEND

This program is designed to improve the management skills of supervisors in the solid waste industry. Individuals that currently manage staff, or will look to grow into that role are encouraged to sign-up.

Those eligible will receive 10 SWANA CEUs.

TRAINER

Debbie Lawrence is the President of Abundant Living Inc. and provides services on business, career and life coaching. Debbie is a member of the Association of Workplace Educators of Nova Scotia. Her short bio from her website (www.abundantliving.ca) is below.

Why Debbie

Coaching for me is the happy result of a great deal of personal development and actively managing change in my own life, as well as the insight I have gained from over 20 years of working with others in achieving their personal goals.

I began coaching early in my career as a teacher and facilitator, especially with adult students and corporate clients in various areas of professional self-development and career planning. When I accepted a senior management position with a private adult college, I had the opportunity to coach thousands of students and their families in making career choices; and later as a college principal and the Vice-President of KeyCorp Inc., I was able to coach and mentor new college administrators and their staff.

As the former Director of the International Association of Coaches' Professional Ethics and Review Committee (PERC), I believe it is important to form an open and trusting partnership with each and every client. As a coach, my strengths are in my ability to truly listen, to trust my intuition for what is spoken as well as unspoken, and my strategic approach to managing change. I know from experience the personal power, the self-confidence and the energy gained when a person knows someone is in their corner, someone who is objective and committed to helping them realize their dreams.

As Max Dupree once said, "We cannot become what we need to be, remaining what we are". The gift you give yourself is that of a coach who can work with you to become all you know you can and want to be.



ACCOMMODATIONS

A block of rooms is being held for participants at the Hampton Inn. The block of rooms is for September 12th and 13th. Reservations and payment is by participant, and not included in the course fees.

Room Rates

Standard 1 King = \$119/night + tax

Standard 2 Queens = \$119/night + tax

Hotel Contact Information

902-843-4343

rooms@hamptoninnruro.com



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REGISTRATION

Participant Name: _____ Title: _____
 Organization: _____ Address: _____
 City/Province/Postal Code: _____
 Email: _____
 Phone/Cell #: _____

SWANA Member Yes No SWANA Member # _____

Registration Category	Fee	Total
SWANA Member	(\$304.35+HST) \$350.00	
Organization has a SWANA Member*	(\$347.83+HST) \$400.00	
Non - Member	(\$391.30+HST) \$450.00	
Invoice Required: <input type="checkbox"/> Yes <input type="checkbox"/> No PO# _____		

If registering as 'Organization has a SWANA Member' please provide the following (note: member account must be in good standing):
 SWANA Member Name: _____
 SWANA Member #: _____

Make cheques payable to SWANA Atlantic Canada Chapter

Send this registration form to: **Andrea Trask** atrask@easthants.ca

PAYMENT MUST BE POSTMARKED BY September 1st, 2017

SWANA Management Skills
 c/o Dillon Consulting Ltd. 137 Chain Lake Drive, Suite 100, Halifax, Nova Scotia, B3S 1B3

CANCELLATIONS:

A substitution will be permitted however there will be no refund for participant cancellations. The Atlantic Canada Chapter of SWANA reserves the right to cancel the course. If the course is cancelled, paid fees will be reimbursed within 30-days.